

RePORTER Manual

Version 7.33.0 ● September 20, 2018

Table of Contents

	1
1. RePORTER	6
System Conventions/Guidelines	6
Agency/FY/Project Data Matrix	7
2. RePORTER Home Page	8
3.1 The RePORTER Query Form – Section I – ACTIONS & FISCAL YEAR	10
3.1.0 Search Projects by Fiscal Year(s)	10
3.2 The RePORTER Query Form – Section II - RESEARCHER AND ORGANIZATION	11
3.2.0 Search by PI/Project Leader or PI Profile ID	11
3.2.1 Search by Organization	12
3.2.2 Search by Department Type	13
3.2.3 Search by Organization Type	13
3.2.4 Search by City	14
3.2.5 Search by State	14
3.2.6 Search by Country	15
3.2.7 Search by Congressional District	16
3.2.8 Search by DUNS Number	16
3.3 The RePORTER Query Form – Section III – TEXT SEARCHES	16
3.4 The RePORTER Query Form – Section IV – PROJECT DETAILS	20
3.4.0 Search by Project Number or Application IDs	20
3.4.1 Search by Program Officer	21
3.4.2 Search by Project Start and/or End Date	22
3.4.3 Search by Award Notice Date	23
3.4.4 Search by Agency/Institute/Center	23
3.4.5 Search by NIH Spending Category	24
3.4.6 Search by Funding Mechanism	25
3.4.7 Search by Award Type	25
3.4.8 Search by Activity Code	26
3.4.9 Search by Study Section	26
3.4.10 Search by FOA (Funding Opportunity Announcement)	27
3.5 The RePORTER Query Form – Section V – ADDITIONAL FILTERS	28
3.5.0 NIH (non) ARRA Selection	28
3.5.1 Award Size	28
3.5.2 ClinicalTrials.gov ID	28

3.5.3 Search for Newly Added Proj	ects Only	29
3.5.4 Exclude Subprojects		29
3.5.5 Multiple Project Investigators	s Only	29
3.5.6 Projects with Outcomes Only	·	29
3.6 RePORTER Project Search Results		30
3.6.0 The Project Search Results		30
3.6.2 The Patents Tab		32
3.6.3 The Clinical Studies Tab		32
3.6.4 The Data and Visualize Tab		33
3.6.4-1 CHARTS		33
3.6.4-2 CIRCLES		34
HTML 5 Default View		35
Flash View		35
3.6.5 The Map Tab		36
3.6.6 How to Sort Projects Results.		39
3.6.7 How to Export a Project Resu	ılts Listing	39
3.6.8 How to Export search results	for Publications, Patents, or Clinical Studies	41
3.6.9 How to Export Charts to Pow	erPoint from the Data and Visualize Tab	42
3.7 Elements of the Project Informati	on Page	42
3.7.0 Description Tab		42
3.7.1 Details Tab		43
3.7.2 Results Tab		44
3.7.3 Outcomes Tab		45
3.7.4 Project History Tab		45
3.7.5 Subprojects Tab		46
3.7.6 Clinical Studies Tab		46
3.7.6 Similar Projects Tab		47
3.7.7 Nearby Projects Tab		48
3.7.8 Links Tab		49
3.7.9 News and More Tab		49
3.7.10 How to Print Project Inform	ation	51
	Results	
	e	
	der Profile Link	

3.8.2 How to Remove a Profile Link	54
4.0 BROWSE NIH	55
4.1.0 The Institute/Centers Query Form	55
4.1.1 PRINCIPAL INVESTIGATOR Tab Results Screen	56
4.1.2 ORGANIZATION Tab Results Screen	56
4.1.3 FUNDING MECHANISM Tab Results Screen	57
4.1.4 ACTIVITY CODE Tab Results Screen	57
4.1.5 LOCATION Tab Results Screen	57
5.0 Matchmaker	58
Matchmaker PROJECT Results	59
Matchmaker PROGRAM OFFICIAL Results	60
Modify Matchmaker Results Using a Mini Query	61
6.0 Search Publications	62
6.1.0 PUBLICATIONS tab results screen	62
6.2.0 DATA & VISUALIZE tab results screen	64
6.3.0 Search Publication - Export	65
7.0. EXPORTER	65
8.0 MyRePORTER	67
8.1 Register a New MyRePORTER Account	68
8.2 Login to MyRePORTER	69
8.3 Forgotten Your Password?	69
8.4 Account Administrative Processes	71
8.5 Change Your Email Address	71
8.6 Delete Your MyRePORTER Account	71
8.7 Change Your Password	72
8.8 Logout	72
8.9 MyRePORTER Features	72
8.9.0 Portfolios	73
8.9.1 Create a Portfolio	74
8.9.2 Create New Portfolio	74
8.9.3 Add To Portfolio	76
8.10 Dashboard Portfolio Section	77
8.11 Dashboard Saved Query Section	79
8.11.0 Execute a Saved Query	80
8.11.1 Edit a Saved Query	80

3.11.2 Delete a Saved Query	82
3.11.3 Alerts for a Saved Query	82
3.12 Create a Custom Hit List	
3.13 Matchmaker	
Vatchmaker PROJECT Results	
Watchmaker PROGRAM OFFICIAL Results	
3.14 Search Publications	XX

1. RePORTER

The RePORT Expenditures and Results, RePORTER system, is an electronic tool that allows users to search a repository of both intramural and extramural NIH-funded research projects beginning with FY 1985 and access to publications since 1980. Patents and clinical studies which cite NIH grant support are also available.

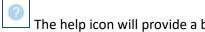
In addition to NIH-funded research, the system provides access to research supported by:

- Administration for Children and Families (ACF)
- Agency for Healthcare Research and Quality (AHRQ)
- Centers for Disease Control and Prevention (CDC)
- Health Resources and Services Administration (HRSA)
- Food and Drug Administration (FDA)
- Department of Veterans Affairs (VA)

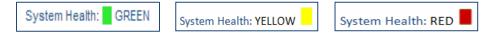
Reporter retains all the search capabilities of the former CRISP system, while providing additional query fields, search results can be sorted and downloaded to Excel, including NIH funding expenditures for each project, and the publications and patents that have resulted from a projects support.

System Conventions/Guidelines

- Project year is the NIH Fiscal Year calendar 01 October 30 September
- Publication calendar year is 01 January 31 December
- RePORTER contains project records beginning with FY 1985.
- Publication records available are from 1980 to present
- RePORTER updates Intramural project data at the close of each fiscal year



The help icon will provide a brief explanation about the associated field.



A color-coded System Health Icon indicates current performance conditions; mouse over for details. Green indicates no issues. Yellow, there is a functionality or performance issue such as slowness due to volume, and Red means a compromise to capability.

Certain query form Text fields can utilize the **%wildcard** character at the beginning and end of a string. Its use facilitates queries where complete data is unknown and gives a query more flexibility.

Agency/FY/Project Data Matrix

The matrix below displays project data by agency and fiscal year currently available through RePORTER. This information can also be found in the RePORTER <u>FAQ section</u> under the question, "Which agencies provide data on projects and for what time periods?"

		Fiscal Year/Projects									Olinia al	Clinical	News		
Agency	1993- 1998	1999- 2004	2005- 2009	2010	2011	2012	2013	2014	2015	2016	2017	Publications Pate	Patents	Studies	and More
All NIH Institutes and Centers	Х	Х	Х	Х	Х	Х	Х	Х	х	х	Х	Х	х	х	Х
Administration for Children and Families (ACF)	-	-	-	-	-	-	X	×	х	X	-	-	-	-	-
Agency for Healthcare Research and Quality (AHRQ)	×	Х	×	х	X	X	х	X	х	X	Х	х	-	X	×
All Centers For Disease Control and Prevention (All CDC)	х	Х	×	х	Х	Х	Х	Х	Х	Х	х	х	-	Х	×
Health Resources and Services Administration (HRSA)	X (1993- 1997)	-	-	-	-	-	-	-	-	-	-	×	-	-	-
U.S. Food and Drug Administration (FDA)	х	X	х	Х	Х	Х	Х	Х	Х	Х	Х	Х	-	х	Х
Veterans Affairs (VA)	-	-	X (2009)	Х	Х	Х	Х	Х	Х	Х	Х	Х	-	Х	Х

NOTE: Funding Information is NOT available for HRSA and the VA.

Back to Top

2. RePORTER Home Page

The RePORTER home page banner area offers access to:



- **RePORT** − encompassing access tool to NIH research activities, data, analyses, reports, funding & expenditures
- MyRePORTER personal account where customized information, query results, news, research and publication alerts can be saved
- **Release Notes** link to brief description of new/updated RePORTER features
- About RePORTER Data
- ♣ FAQ
- <u>ExPORTER</u> provides bulk data for independent analyses of research projects found in RePORTER and other database systems. Files are available to download in both CSV and XML formats.
- **♣ RePORTER Manual** link to manual pdf
- **RSS of Newly Added Projects** a Rich Site Summary feed provides the weekly project additions to RePORTER
- Help Icon Directory
- Query Form Tab full element query with Boolean logic
- Browse NIH Tab I/C based guery
- Matchmaker Tab query interface using abstract/scientific text as input
- **Search Publications** capability to search for publications by entering one or more PubMed ids. Maximum of 1000 PubMed IDs can be entered at a time.

The **RePORTER Query Form** allows users to generate project results through data element queries. A text search for keywords appearing in project titles, abstracts, public health relevance statements, or the scientific terms can be built utilizing sophisticated Boolean logic. Furthermore, any fields that appear on this form may be used alone or in combination with other fields to create highly specialized queries of the RePORTER database.

Back to Top

Research Portfolio Online Reporting Tools (RePORT)		Search	
(rich Offi)	HOME	ABOUT RePORT FAQs C	LOSSARY CONTAC
QUICK LINKS RESEARCH ORGANIZATIONS	WORKFORCE FUNDIN	IG REPORTS	LINKS & DATA
me > RePORTER > Query Form	M/RePORTER La	ogin Register RePORTER Manua	l System Health: GF
NIH REPORTER Varian: 7.32.0 FIND PROGRAM OFFICIAL 8 OR SIMILAR	About RePOR DATA	TER FAQ EXPORTER	RSS of Newly Added Projects
QUERY BROWSE NIH MATCHMAKER SEARCH PUBL			
SUBMIT QUERY CLEAR QUERY	Fiscal Year (FY): @ Current FY is 2018	Active Projects	SELECT
RESEARCHER AND ORGANIZATION			
Principal Investigator (PI) / Project Leader: (Last Name, First Name) Use "%" for wildcard in PI names	City: @	Use '%' for wildcard	
Enter several Pi/Project Leader names OR Pi Profile ID	State: (?		SELECT
Organization: O LOCKUP Please enter at least 3 characters to use Lockup.	Country: @		SELECT
© Contains □ Begins with □ Exact	Congressional District: @		SELECT
Department Type: SELECT	DUNS Number:		
Organization Type: SELECT			
And Or Advanced	Publications Project Terr		
PROJECT DETAILS Project Number/ @	Agency/Institute/Center:		
Application ID: Use % for wildcard in project number, e.g. %R21%	Admin Funding		SELECT
8515397 Enter multiple project numbers/application IDs OR	NIH Spending Category: (SELECT
	Funding Mechanism: @		SELECT
1 R01 CA 811099 01 Program Officer (PO): [2]	A1S1 Award Type: @		SELECT
(Last Name, First Name) Use %"for wildcard	Activity Code: @		SELECT
Enter several Program Officer (PO) names	Study Section: (7		SELECT
Project Start Date: >= @ Format: mm/dd/yyyy	FOA: @	Standing CSR study sections on	7
Project End Date: <= @ Format: mm/dd/yyyy	Format: RFA-IC-09-003 or PA-09-003 Funding Opportunities and Notices	20 entry maximum; Use % for w	ildcard
Award Notice Date: > ▼ ② Format: mm/dd/yyyy			
ADDITIONAL FILTERS			
ADDITIONAL FILTERS NIH (non) ARRA Selection: SELECT	Newly Added Projects Only: (?		
	Newly Added Projects Only: Projects added since Projects added since Exclude Subprojects: Projects: Projects of the Projects o		
NIH (non) ARRA Selection: Award Size: ▼ ② Only for NIH, CDC, FDA, AHRO, and ACF	Projects added since		
NIH (non) ARRA Selection: Award Size: Only for NIH, CDC, FDA, AHRO, and ACF ClinicalTrials.gov ID: Format: NCT00000419	Projects added since 09/08/2018 Exclude Subprojects: @	0	
NIH (non) ARRA Selection: Award Size: Only for NIH, CDC, FDA, AHRO, and ACF ClinicalTrials.gov ID:	Projects added since 09/08/2018 Exclude Subprojects: (7 Multi-PI Only: (7	0	

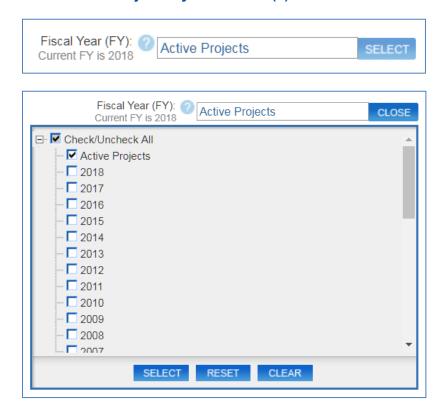
Back to Top

3.1 The RePORTER Query Form - Section I - ACTIONS & FISCAL YEAR

The query form is organized into five sections.

The first section contains the action buttons **SUBMIT QUERY** and **CLEAR QUERY** along with the Fiscal Year filter.

3.1.0 Search Projects by Fiscal Year(s)



Unless otherwise specified, RePORTER searches only **Active Projects**, the most recent record of projects that have not yet reached their end date (in the case of extramural grants and contracts) or for the most recent intramural projects, as specified in the Annual Reports from the NIH Intramural Programs.

Use the **SELECT** button to display the fiscal year menu options.

Checking specific years or all years means your results will include both Active and Completed projects.

If no projects are found during a query with the Active Projects filter on, you will be asked if you would like to run the query again against all years.

NOTE: The NIH Fiscal Year calendar is 01 October – 30 September

RePORTER contains records from fiscal year 1985 to the present.

RePORTER updates Intramural project data at the close of each fiscal year

Back to Top

3.2 The RePORTER Query Form – Section II - RESEARCHER AND ORGANIZATION

3.2.0 Search by PI/Project Leader or PI Profile ID



A PI/Project Leader is an individual designated by the grantee to direct the project or activity supported by the grant. Searches can either be performed by entering their PI ID number, or their last name, first name, or first and last name.

Using the % wildcard feature provides flexibility when searching gets tricky due to details such as middle initials used in one project and not another, and whether or not a period was used with the initial. If your results do not seem correct, clear the query and enter it again using the wildcard before or after the names and drop any middle initial input. Searches by name can result in multiple matches.

PI Profile IDs uniquely identify single investigators.

The wildcard feature is not available when using Profile ID numbers.

To search for more than one PI/Project Leader click on the <u>Enter several PI/Project Leader names OR PI</u> Profile IDs link:

- A maximum of 100 entries can be made, and each name pair (last name, first name); (last name, first name) must be separated by a semi-colon.
- Up to 1000 PI IDs can be entered (7817609, 1988075, 1992544) separated by a comma.

Research Portfolio Online Reporting Tools (RePORT)
100 PI/Project Leader Name maximum OR 1000 PI/Project Leader Profile ID maximum
Project Leader names Profile IDs %Smith%, %John%; %Parker%, %Sarah%
or by ID
7126459, 1898075, 1992544
* Please separate multiple PI names with a semi-colon (;) * Please use the wildcard for middle initial if unknown (%) * Please separate multiple PI profile Ids with a comma (,) * For PI profile IDs the search wildcard is not allowed. Format: 7126459, 1898075
SELECT RESET CANCEL
Examples: 1. To search for John C Smith & Sarah M Parker - type Smith, John C; Parker, Sarah M 2. Use the wildcard feature, percent sign (%) if you are not sure of the name
· To search for PI with Last Name Starting with Smith and First Name starting with John - type Smith%, John% ;
. To search for PI where Last Name contains Parker and First Name contains Sarah - type %Parker%, %Sarah%;
3. You can also search by either First Name or Last Name
. To search for all PIs with either the First Name or Last Name as Smith, Andrew, David or Sarah - type %Smith%; %Andrew%; %David%; %Sarah%
NOTE: When searching for more than one PI, if you do not know whether a Middle Initial is present or not, please use the (%) wildcard in its place to ensure results. For example, searching for Albert Einstein, middle initial unknown (do not know if he had one or if it was used) - type Einstein, Albert%

Back to Top

3.2.1 Search by Organization



Organization is used to search for an institution or other entity.

The % wildcard feature is available with this filter.

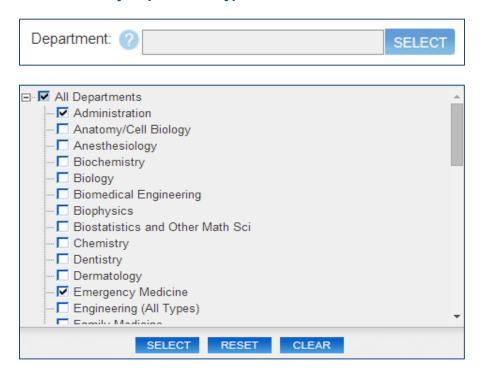
The **LOOKUP** feature offers selections that meet the 3-character minimum entry according to the requirements; contained anywhere in an organizations name or specifically at its beginning. For example, the entry above could have been **Bos** to gather Boston entries or **University** to gather a selection list of those institutions.

The entry *contains* **Bos** produces 49 organizations; up to 25 of these may be selected. Check the box and the organization to add to the Organization Selected listing. Clicking the sicon removes the entry.

F	Research Portfolio Online Reporting Tools (RePORT)					
	Organization:	Bos				
		Contains Begin	ns wi	th		
		SEARCH RESET	C	ANCEL		
	ect Option ere are 48 records that contains Bos.			Organization Selected SELECT (You can select up to 25 Organizations)		
	BOSTON PUBLIC HEALTH COMMIS	SSION, BOSTON , MA	*	1) BOSTON UNIVERSITY MEDICAL CAMPUS, BOSTON , MA ⊗		
	BOSTON PUBLIC SCHOOLS, BOST	ΓΟN , MA		2) BOSTON UNIVERSITY, BOSTON , MA S		
S	BOSTON UNIVERSITY, BOSTON , N	MΑ				
S	BOSTON UNIVERSITY MEDICAL CA	AMPUS, BOSTON ,				
	BOSTON UNIVERSITY MEDICAL CE BOSTON , MA	ENTER HOSP,				
	BOSTON VA RESEARCH INSTITUT	E, INC., BOSTON ,				
	BOSTON YOUTH DEVELOPMENT F	PROJECT, BOSTON ,	+			

Back to Top

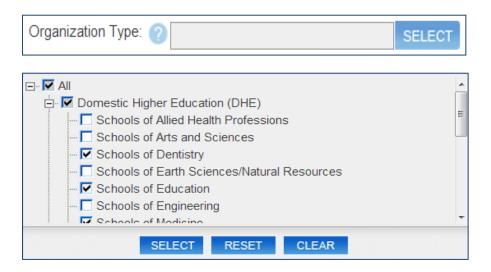
3.2.2 Search by Department Type



This filter is processed against all domestic institutions of higher education.

The search results in projects conducted by the selected departments, such as Administration and Emergency Medicine, within an institution of higher education.

3.2.3 Search by Organization Type



This search uses classifications according to the function, mission, or service of the organization receiving a grant, contract, or cooperative agreement.

The search will be processed against all domestic institutions of higher education.

Back to Top

3.2.4 Search by City



The city to which each grant is assigned is based on the business address of the grantee organization or contractor, not the actual location where the research being performed.

3.2.5 Search by State



The state to which each grant is assigned is based on the business address of the grantee organization or contractor, not the actual location where the research is performed.

State selections refer to the U.S.A. only; once a state is chosen the country selection will default to the United States and Territories.



To search by individual States, click on the plus sign [+] next to the regional grouping where the states of interest are located.

All: U.S. States and Territories.

Territories: American Samoa, Guam, Marianas, Puerto Rico, Virgin Islands

Central: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Wisconsin

Eastern: Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

Southern: Alabama, Arkansas, District of Columbia, Florida, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, West Virginia

Western: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming

3.2.6 Search by Country

The country to which each grant is assigned is based on the business address of the grantee organization or contractor, not the actual location where the research is performed.



NOTE: Should a State option been made, the country filter will default to the United States & Territories. States refer to the U.S. only.

Back to Top

3.2.7 Search by Congressional District

To search by Congressional District, a State or Region must also be selected.

The congressional district to which each grant is assigned is based on the business address of the grantee organization or contractor, not the actual location where the research is performed.

Congressional District: (2)	SELECT
🗖 Florida - 1	
Florida - 2	
Florida - 3	
Florida - 4	
Florida - 5	
Florida - 6	
Florida - 7	•
SELECT CLEAR	

3.2.8 Search by DUNS Number



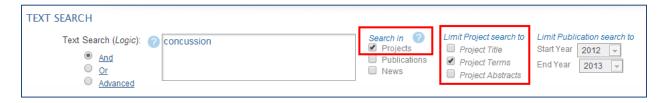
Search for grants associated with a specific DUNS Number.

The DUNS number is a unique nine-digit number assigned by Dun and Bradstreet Information Services. It is recognized as the universal standard to identify and track of businesses worldwide.

3.3 The RePORTER Query Form – Section III – TEXT SEARCHES

Boolean logic and operands can be utilized for a Text Search into project abstracts, titles, public health relevance statements, and project terms. RePORTER can search for specific text in project abstracts, titles, public health relevance statements, and project terms. Alternatively, the filter may be limited to one or more of the areas; Abstracts, Project Title, and Project Terms.

Search in Project Terms only for the word *concussion*:



Back to Top

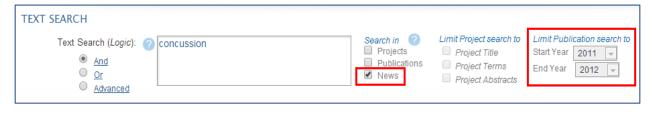
This search will result in a Hit List of projects that contain the word *concussion* in Project Terms only. Search for Publications in 2011-2012 for the term *concussion*:



NOTE: Publication years refer to the calendar year 01 January – 31 December.



Search a combination of sources for the term *concussion*:





This search will result in a Hit List of active projects that contain the word concussion in their Project Abstracts and the projects that are associated with Publications from 2011 and 2012 that contain the word *concussion* in their title, abstract, or keywords (e.g., MeSH headings).

AND Logic with Multiple Words:



Boolean logic statements can be built to fine tune filtering criteria and provide more relevant Hit Lists. When <u>AND</u> logic, the default, is used, only projects that contain all the search terms entered will be selected. The example will return all projects that contain both the words *"juvenile"* and *"diabetes"* in their Project Abstracts, Terms, Title, or Public Health Relevance Statement.

OR Logic with multiple words:

TEXT SEARCH			
Text Search (Logic): [juvenile diabetes] And Or Advanced	Search in Projects Publications News	Limit Project search to Project Title Project Terms Project Abstracts	Limit Publication search to Start Year 2012 End Year 2013

When <u>OR</u> logic is used, the list of projects returned only need to contain one term or the other, not both. The example will return projects that contain either "juvenile" or "diabetes". The results of the query will include projects on juvenile drug abuse for example, in addition to those related to diabetes.

Advanced Logic:



Double quotes can be used to find an exact phrase in its entirety. Only projects in which the exact phrase, *"juvenile diabetes"* will appear on the Hit List.

(DNAN OR "2,4-Dinitroanisole") AND (mouse OR mice OR Mus OR murine):

TEXT SEARCH				
Text Search (<i>Logic</i>): And Or Advanced	(DNAN OR "2,4-Dinitroanisole") AND (mouse OR mice OR Mus OR murine)	Search in Projects Publications News	Limit Project search to Project Title Project Terms Project Abstracts	Limit Publication search to Start Year 2012 End Year 2013

Back to Top

The <u>Advanced</u> logic option provides additional capability to narrow selection criteria more precisely, and evaluate complex entries such as chemical references. Here the use of the Boolean operators: <u>AND</u>, <u>OR</u>, <u>NOT</u>, <u>"double quotes"</u>, and <u>(parentheses)</u> to control operational precedence are all permitted.

The operands can be used together as in the expression:

Example: (breast and cancer) or tumor

This produces a Hit List of projects containing both of the words breast and cancer together, and projects containing the word tumor.

Example: (breast and cancer or "lung cancer") not tumor

This produces a Hit List of projects containing both words breast and cancer, projects with the words lung cancer together, but no projects where the word tumor is present without one of the two conditions inside the parenthesis being present also.

NOTE: Words that RePORTER will ignore during a text search. If you enter one of these words in the text search box, RePORTER will not select projects based on that word alone:

A,ABOUT,AFTER,ALL,ALSO,AN,AND,ANY,ARE,AS,AT,BE,BECAUSE,BEEN,BUT,BY,CAN,CO,CORP,COULD,FOR,FROM,HAD,HAS,HAVE,HE,HER,HIS,IF,IN,INC,INTO,IS,IT,ITS,LAST,MORE,MOST,MR,MRS,MS,MZ,NO,NOT,OF,ON,ONE,ONLY,OR,OTHER,OUT,OVER,S,SAYS,SHE,SO,SOME,SUCH,THAN,THAT,THE,THEIR,THERE,THEY,THIS,TO,UP,WAS,WE,WERE,WHEN, WHICH, WHO, WILL, WITH, WOULD

Back to Top

3.4 The RePORTER Query Form - Section IV - PROJECT DETAILS

3.4.0 Search by Project Number or Application IDs

Project Number/ ? Application ID: Format: 5R01CA012345-04/ 8515397	Use '%' for wildcard in project number, e.g. %R21% Enter multiple project numbers/application IDs OR
	1 R01 CA 811099 01 A1S1

Application Type – Activity Code - Institute – Serial no. – Suffix (Year – Amendment – Supplement) 1 R01 AI 83723 01 A1 S1

For grants, project numbers are composed of the application type (e.g., new is type 1), activity code (e.g., research project grant is RO1), organization to which it is assigned (e.g., NIAID is AI), serial number assigned by the Center for Scientific Review, suffix year showing the support year (budget period) for a grant, amendment (if resubmitted), and other information, e.g., administrative supplement, fellowship institutional allowance. For contracts, the suffix is replaced by a modification number.

For single projects enter all or any part of a Project number. To limit query time, provide the project fiscal year.

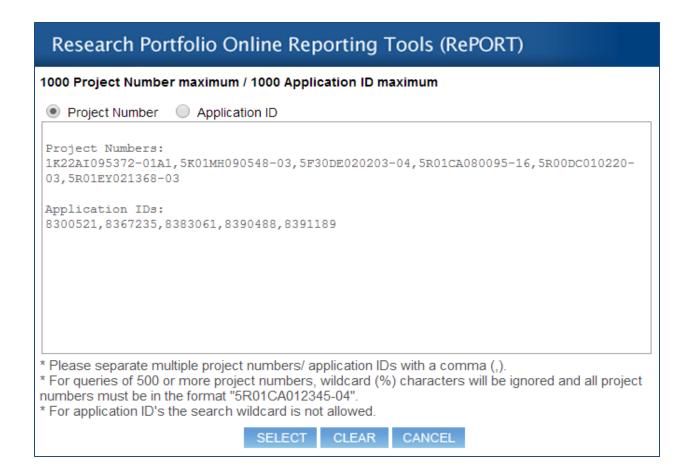
Split Project Number sections allow users to enter this partial information to search projects. For example, all Training can be selected by entering a "T" because it will also match T32, T34 and so forth.

Select Enter multiple project numbers/application IDs to enter up to 500 project numbers simultaneously. For queries of 100 or more, all project numbers must be in the full project number format "5R01GM071872-08" and separated by a comma. The wildcard (%) characters will be ignored.

Select Enter multiple project numbers/application IDs to enter up to 1000 application ID's simultaneously. Enter the 7-digit application ID numbers separated by a comma. The wildcard (%) feature is not currently available when using Application ID's.

NOTE: Multiple Project Numbers or Application IDs can be copy/pasted to this window and RePORTER will automatically insert the necessary commas.

Back to Top



3.4.1 Search by Program Officer



This is the NIH official responsible for the programmatic, scientific, and/or technical aspects of a grant. The wildcard (%) feature available.

Back to Top

Research Portfolio Online Reporting Tools (RePORT) 100 Program Officer (PO) names maximum PLAEGER, SUSAN%; KUO, L% S Click link to enter multiple Program Officials names. * Please separate multiple PO names with a semi-colon (;) Format: Last Name, First Name MI * Please use the wildcard for middle initial if unknown (%) CANCEL SELECT Examples: 1. To search for John C Smith & Sarah M Parker - type Smith, John C; Parker, Sarah M 2. Use the wildcard feature, percent sign (%) if you are not sure of the name To search for PO with Last Name Starting with Smith and First Name starting with John - type Smith%, John%; To search for PO where Last Name contains Parker and First Name contains Sarah - type %Parker%, %Sarah%; 3. You can also search by either First Name or Last Name To search for all POs with either the First Name or Last Name as Smith, Andrew, David or Sarah - type %Smith%; %Andrew%; %David%; %Sarah% NOTE: When searching for more than one PO, if you do not know whether a Middle Initial is present or not, please use the (%) wildcard in its place to ensure results. For example, searching for Albert Einstein, middle initial unknown (do not know if he had one or if it was used) - type Einstein, Albert%

3.4.2 Search by Project Start and/or End Date



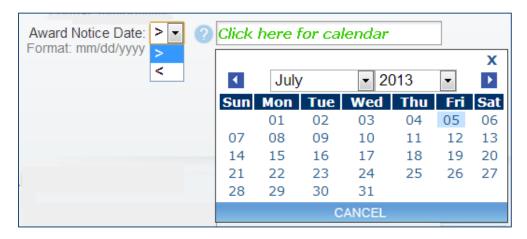
Click the date fields to bring up each calendar date selector.

Enter a Project Start Date to pull projects that began on or after the date entered.

Enter a Project End Date to pull projects that ended, or are expected to end, on or before that date.

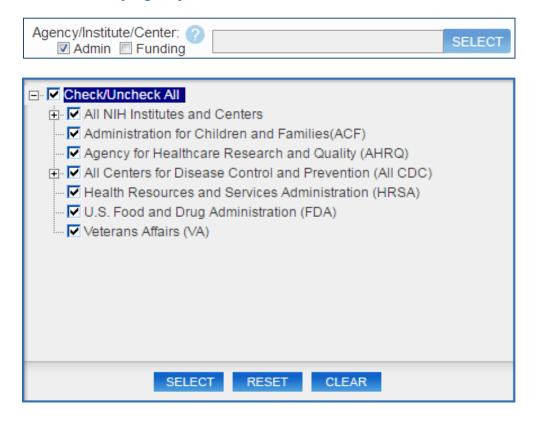
Back to Top

3.4.3 Search by Award Notice Date



An Award Notice is the legally binding document that notifies the grantee that an award has been made. It contains all the terms and conditions of the award, and documents the obligation of Federal funds. Search for projects with an Award Notice Date that occurred before (<) or after (>) the date entered.

3.4.4 Search by Agency/Institute/Center

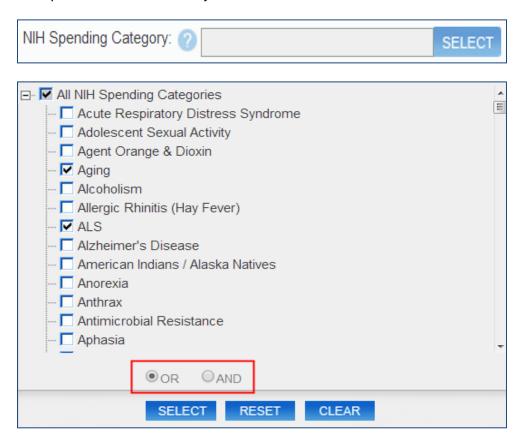


Users can search by the agency responsible for administering the research grant or contract (Admin) or the agency funding the research (Funding) or both.

Back to Top

3.4.5 Search by NIH Spending Category

NIH Spending Category information is available only after the close of each fiscal year, beginning with fiscal year 2008 and "Active Projects" is deselected.



Selection logic is available within the Spending Categories feature. The Boolean OR logic is the default. In the example above the fiscal year 2012 was selected and active projects deselected. The categories Aging OR ALS will return a project hit list of 7233; projects in either category.

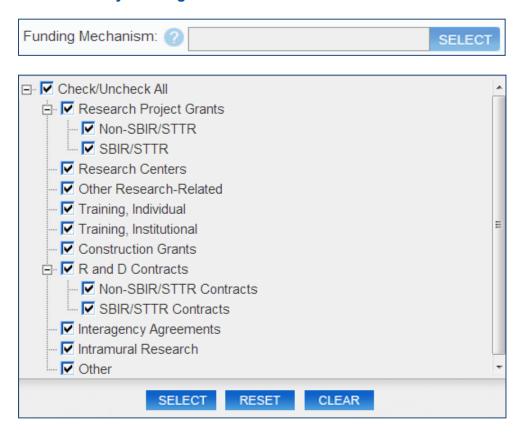
Aging AND ALS will return a project hit list of 24; projects in both categories.

Beginning with fiscal year 2008 funding, the NIH provides a list of projects that fall into over 200 categories of research. These are the categories reported to Congress and other Federal agencies. In addition to downloading a list of these projects from the NIH Categorical Spending page, users can select one or several of these categories to combine with other search criteria in order to generate custom lists.

NOTE: The NIH Categorical Spending page contains the official NIH end-of-year reports on spending by category, whereas RePORTER provides up to date information, including award revisions. As a result, RePORTER search results may not match the official spending report exactly.

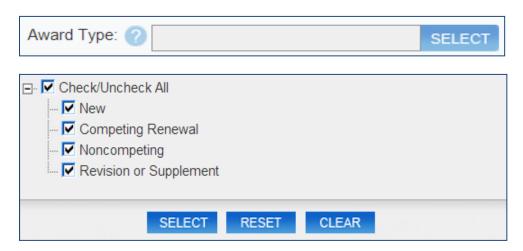
Back to Top

3.4.6 Search by Funding Mechanism



Major mechanism categories are those enumerated in the NIH tables for the President's budget.

3.4.7 Search by Award Type



New projects are Type 1.

Competing Renewal projects are Types 2, 4, and 9.

Noncompeting projects are Types 7 and 9.

Revisions or Supplements are Type 3.

Back to Top

3.4.8 Search by Activity Code

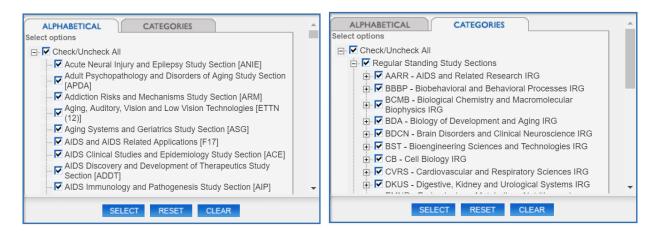


An activity code is a 3-character code applied to various funding mechanisms to order to uniquely identify a specific category of extramural research activity.

3.4.9 Search by Study Section



Study Sections can be selected via Alphabetical order or by Category:



Back to Top

A study section is the group responsible for the review of grant applications in a particular scientific area. Users can search for grants within regular standing, fellowship, and SBIR/ STTR study sections. Descriptions of the study section options available can be found on the NIH Center for Scientific Review web site at https://www.csr.nih.gov/Committees/rosterindex.asp.

The Study Section pick list is reviewed and updated quarterly as needed.

3.4.10 Search by FOA (Funding Opportunity Announcement)



Search for projects originally solicited under a request for applications (RFA), program announcement (PA), or notice (NOT) issued in the NIH Guide for Grants and Contracts.

A maximum of 20 FOA numbers, separated by a comma, may be entered. The %wildcard feature may be used when only partial information is known.

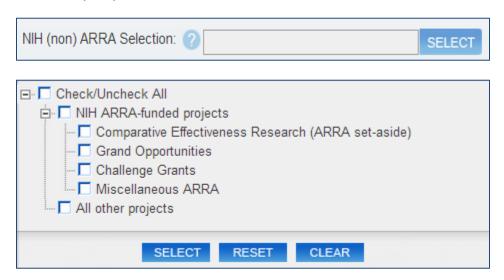
FOA Formats:

- IC is the Agency/Institute/Center issuing the RFA
- FY is the fiscal year of the solicitation
- nnn is a serial number
- ➤ RFA –IC-FY-nnn
- > PA numbers are formatted as PA-FY-nnn
- ➤ Notices NOT-IC-FY-nnn

Back to Top

3.5 The RePORTER Query Form – Section V – ADDITIONAL FILTERS

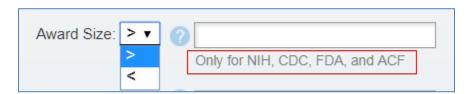
3.5.0 NIH (non) ARRA Selection



Check/Uncheck All - select or deselect all projects.

NIH ARRA-funded projects - select all ARRA projects, or individual ARRA funding categories. All other projects - select all projects NOT funded through the ARRA.

3.5.1 Award Size



Returns awards greater or less than the amount entered. Awarded amounts are total costs (direct + indirect costs) awarded in the fiscal year indicated on the project record.

3.5.2 ClinicalTrials.gov ID



Use this filter to retrieve projects that have referenced the NCT ID numbers, which is a unique 8-digit identifier prefaces with the letters 'NCT'. Up to 5 clinical trial NCT numbers can be entered in a single query; separate each ID with a comma.

Back to Top

3.5.3 Search for Newly Added Projects Only



Click to select projects added/updated to RePORTER since the date displayed. RePORTER data is refreshed weekly across all fiscal years.

3.5.4 Exclude Subprojects



Check to eliminate selection of subprojects from the search results.

3.5.5 Multiple Project Investigators Only



When this criterion is checked, only projects with more than one PI will be selected.

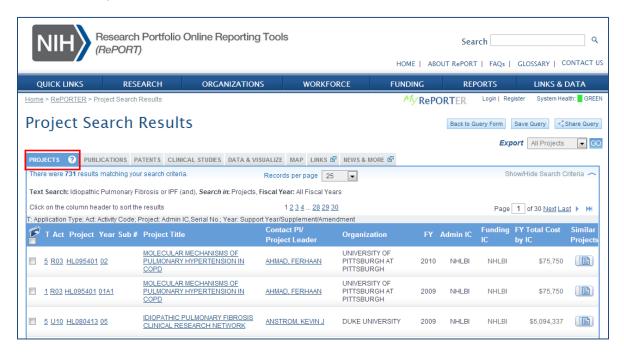
3.5.6 Projects with Outcomes Only



When this criterion is checked, only projects with Outcomes will be selected. These projects will either have a Final or Interim Research Performance Progress Report (RPPR) submitted after October 1, 2017.

3.6 RePORTER Project Search Results

3.6.0 The Project Search Results



A successful query will generate a list of projects that satisfy the submitted search criteria.

- Number of matching projects is displayed
- Display or hide the selection criteria using the toggle arrow
- Click on column titles to sort information
- Records per page menu can adjust between 25 and 100 projects per page
- Hyperlinked information is underlined



Use **et.al** to view all other associated Investigator's information and use the name link to view their profile. The default view is Active Projects, click ALL Projects if you do not see expected projects.

3.6.1 The Publications Tab

The **Publications tab** will provide a list of all reading material available for the associated project. This list may be further filtered by the Year of Publication menu. Additionally, Similar Publications to the subject matter and works that this project has been cited by as reference material can also be accessed.

Back to Top



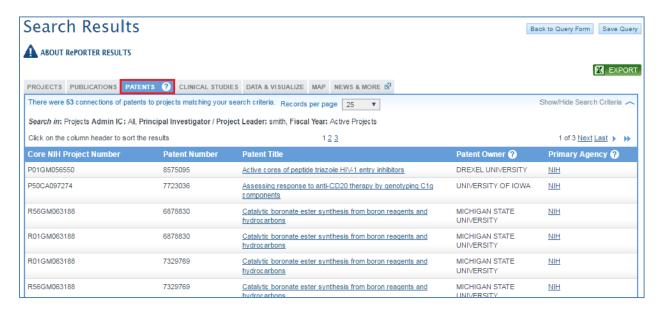
When using a text search on a publication and Fiscal Year filter is "Active Projects", result will return all matching publications meeting the text query, regardless of the support year while maintaining any other project-level constraints might have been applied. Search result also provide capability to view other supporting project numbers when applicable.



Back to Top

3.6.2 The Patents Tab

The **Patents tab** will provide a complete list of patents that have resulted from the work performed during the associated project(s). Patent data is updated from <u>iEdison</u>.



3.6.3 The Clinical Studies Tab



The **Clinical Studies tab** will produce a list of https://www.clinicaltrials.gov/ records associated with one or more projects on the hit list page. The core project number that the study is associated with, clinicaltrials.gov identifier, study name, and study status (recruiting, not yet recruiting, active but not recruiting, completed, or terminated) are all included in the hit list. The title of the study links to a description of the trial on the clinicaltrials.gov site.

The ability to associate clinicaltrials.gov records with specific subprojects of multi-project grants is not available. For these types of awards, a clinical trial is associated with the parent project and all its subprojects. As a result, for large multi-project grants that support research in a broad range of topics the hit list of clinical studies will cover a diverse set of conditions or diseases that may be unrelated to an area of research specified in the original project search criteria.

3.6.4 The Data and Visualize Tab

Data and Visualize provides a wide variety of formats to summarize and display query results for cogent presentations.

3.6.4-1 CHARTS

The Data and Visualize Charts option provides a user driven graphical and summary table representation of the query search results.

Select the display format:

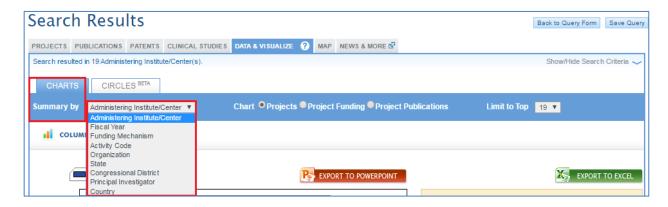
- Column
- **4** Bar
- 4 Pie

Using the radio buttons, select the x-axis data:

- Projects
- Project Funding

NOTE: Funding data is NOT available for AHRQ, HRSA, and VA projects.

Project Publications



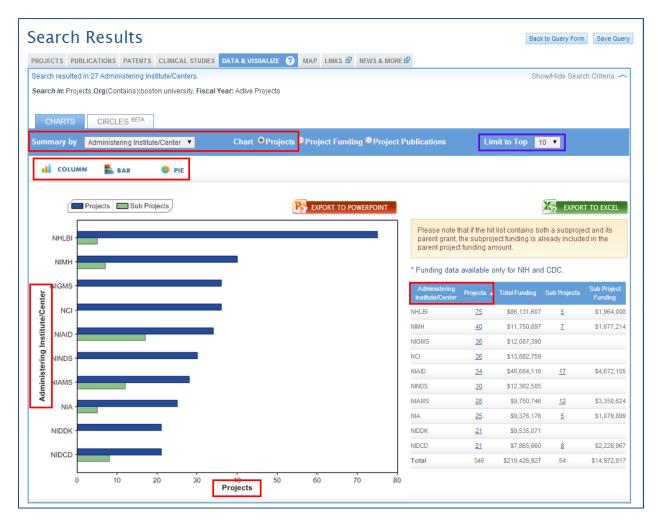
Using the Summary by menu, select the y-axis data:

- Administering Institute/Center
- Fiscal year
- Funding Mechanism
- Activity Code
- Organization
- State
- Congressional District

- Principal Investigator
- Country

The Summary by menu options are driven by the x-axis choice.

For example, projects are plotted by Fiscal Year and Publications are plotted by Calandar year.



To display fewer data points, click the **Limit to Top** menu and choose a more desirable number. The project totals in the summary table are hyperlinked to a list of the projects in RePORTER. Export capabilities include moving the data to **Excel** and the graph to **PowerPoint**.

3.6.4-2 CIRCLES

Circles, is a user interactive feature that group the projects in clusters of scientific categories based on the **terms** present in the abstracts and title text of the projects in the search results.

Back to Top

HTML 5 Default View

This Circle option offers a three-pane view, including the visualization, hierarchical text clusters, and a project number & title listing for the selected circle segment.

NOTE: The latest versions of Chrome, and Internet Explorer are recommended. Currently, Safari can only support search results of up to 100 projects.



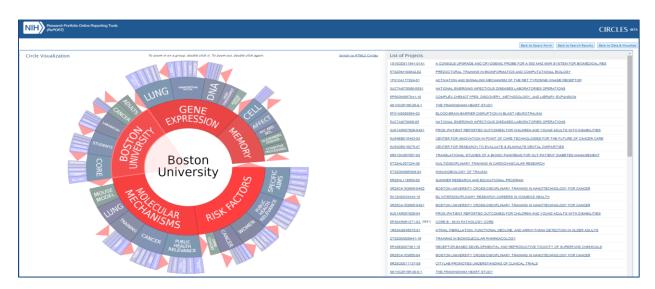
Flash View

Click on a circle segment to view the corresponding list of project numbers and their titles.

This flash version displays clusters for up to 5000 projects.

Use the hyper-link to view a projects detailed RePORTER information.

NOTE: This feature requires Adobe Flash.



Back to Top

3.6.5 The Map Tab

Initial display is a heat map of the project search results in the United States along with any foreign projects represented by red circles.

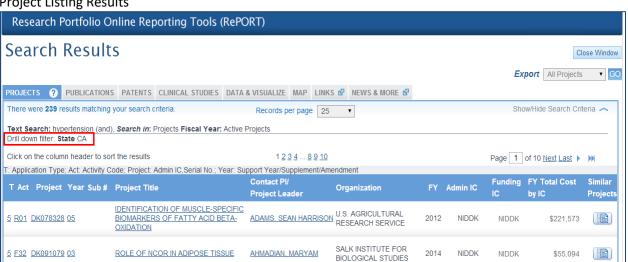
- The intensity of the blue coloring in the U.S. map corresponds to the level of funding.
- Red circles represent each organization at the location and the size corresponds to level of funding.

Click on a State to view total funding dollars:



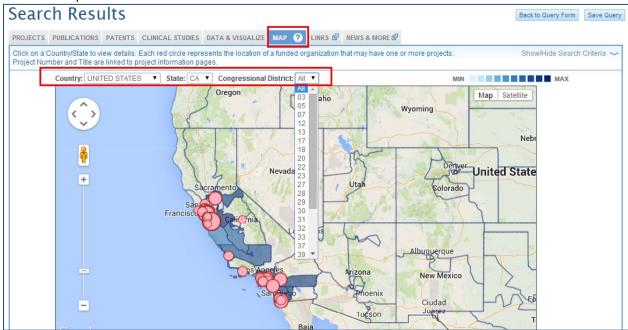
Click on the State Abbreviation or Select the United States from Country menu and California from the State menu:

Project Listing Results



Back to Top

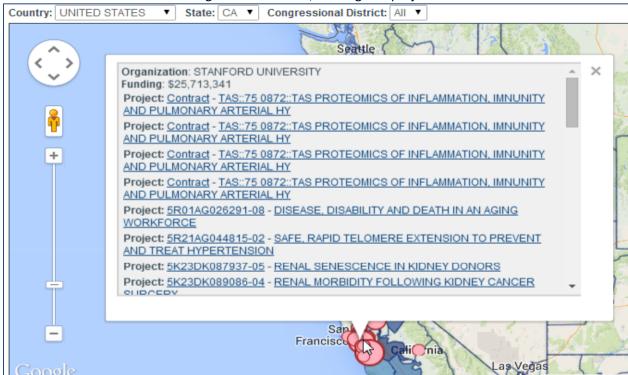
Click the Map Tab for Results



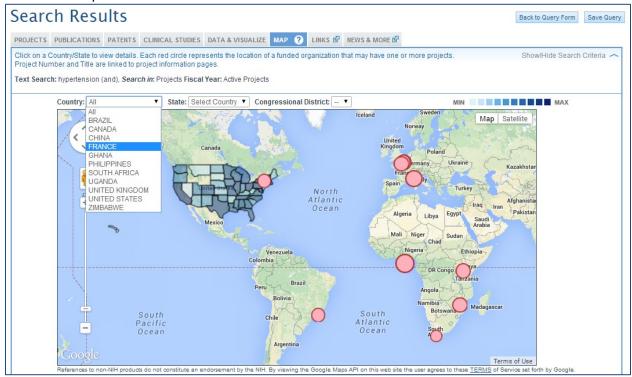
Once at the State level the Congressional District menu becomes available.

Each organization is represented by a red circle, the size of which corresponds to the amount of funding the organization has been awarded.

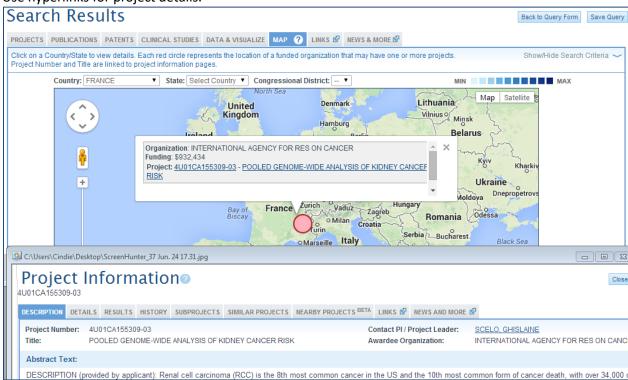
Click on a red circle to view the Organizations name, funding and project details



To view foreign country information, click on an organization circle or select the country from the menu to shift the map view.



Use hyperlinks for project details.

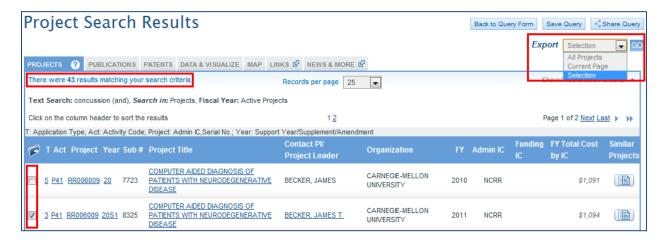


Back to Top

3.6.6 How to Sort Projects Results

All columns can be sorted on by clicking the column heading, except for Funding IC and FY Total Cost by IC. The default project sort order is Contact PI/Project Leader in ascending order.

3.6.7 How to Export a Project Results Listing



The **EXPORT** feature provides several alternatives from a drop menu:

- All Projects contained in the Hit List.
- The Projects listed on the current page; 25, 50, 75 or 100 displayed per page.
- The Projects individually selected from the Hit List by a check mark in the first/export column.

Each scenario is as follows:

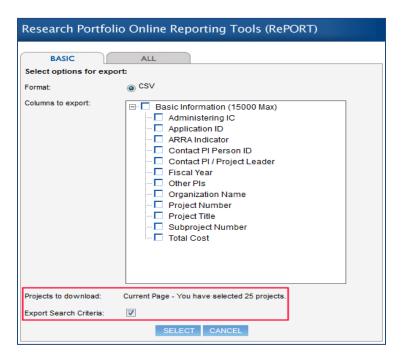
- Selecting All Projects would yield the entire list of 602 results.
- The Current Page would list the 25 on the first page.
- The Selection option would result in only 1 project.

Make a selection from the drop down menu.

If **Selection** is chosen, check/uncheck projects with the click of the mouse in the first/export column. Click **GO**

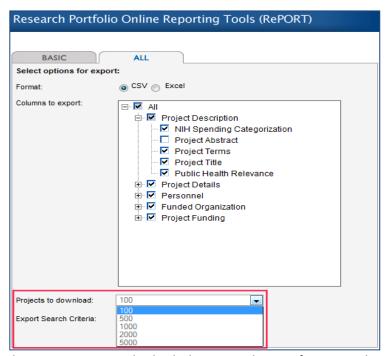
Back to Top

The following windows will open: Select Basic or ALL



The **BASIC** option uses a limited set of fields in CSV format only, but up to 15,000 projects can be exported. Check/Uncheck items using the Options menu.

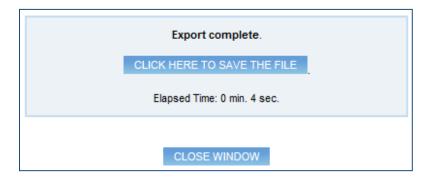
Any filter criteria will be included in the header of the exported file unless unchecked.



The **ALL** option provides both the CSV and EXCEL formats. When Project Abstracts are selected for export there is a 5000-project limit.

Back to Top

A processing message will appear when complete:



CLICK HERE TO SAVE THE FILE opens a system File Download window.

3.6.8 How to Export search results for Publications, Patents, or Clinical Studies

The **EXPORT** feature will create a CSV or Excel file with all the results for associated Publications, Patents, or Clinical Studies.

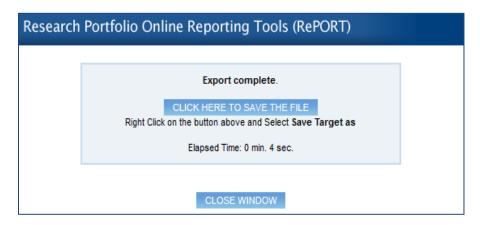
Project Search Results





Back to Top

Click SELECT once a format and criteria are entered. A processing message displays when export is finished:



CLICK HERE TO SAVE THE FILE opens a system File Download window.

3.6.9 How to Export Charts to PowerPoint from the Data and Visualize Tab



Only one chart may be exported at a time.

Click the **Export to PowerPoint** icon to export the chart currently visible on the screen.



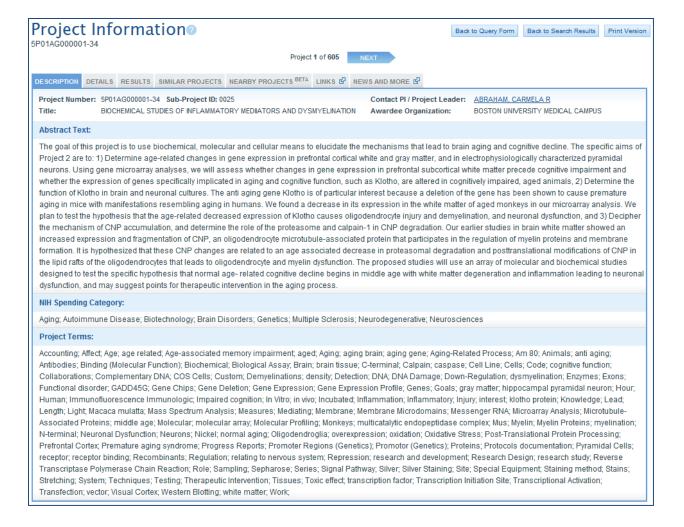
All the Summary data chart elements will be placed into the Excel file: Administering Institute/Center, Projects, Total Funding, Sub Projects, Sub Project Funding.

3.7 Elements of the Project Information Page

3.7.0 Description Tab

Click on a **Project Title** to open that Project's Description page. This page provides the project's abstract and scientific terms. When available it will also contain the project's public health relevance statement and NIH spending category.

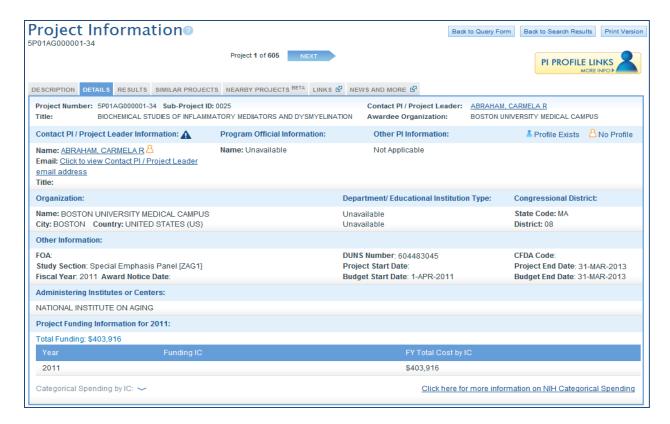
Back to Top



3.7.1 Details Tab

Click a Project Number from the Project Results page to open the **Project Details tab**. All of the administrative and budget details about the project are displayed here.

Back to Top



3.7.2 Results Tab

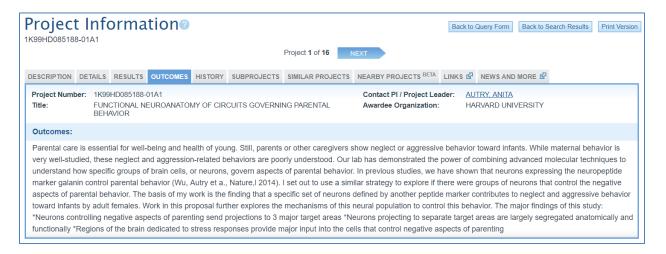
The **Project Results tab** provides publications and patents that cited support from the project. For publications, the title of the publications, name of the journal, author, and links to related publications in PubMed and Google Scholar are listed in the form of a table. Titles link to the full-text article in PubMed Central where available, and the publication citation links to the publication abstract in PubMed. Additionally, **Similar Publications** to the subject matter and works that this project has been **cited by** as reference material can also be accessed.



Back to Top

3.7.3 Outcomes Tab

The **Outcomes** tab provides, where applicable, the content of Section I on the Interim or Final Research Performance Progress Report (RPPR). Outcomes are not available for export.



NOTE: The Project Outcomes shown on RePORTER are displayed verbatim as submitted by the Principle Investigator (PI). Any opionions, findings, and conclusions or recommendations expressed are those of the PI and do not necessarily reflect the views of the National Institutes of Health. NIH has not endorsed the content displayed.

3.7.4 Project History Tab

The **History** tab provides all the available past years' project and funding information. There is no History information for Contracts and Subprojects. Funding data are available only for NIH and CDC.

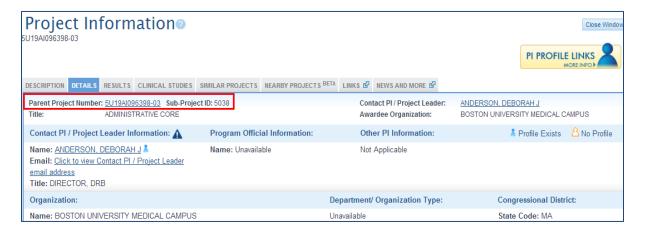


3.7.5 Subprojects Tab

For multi-project grants, all the component subprojects information is displayed.



When a subproject is being viewed, the project number will be labeled Parent Project Number and available via hyperlink.

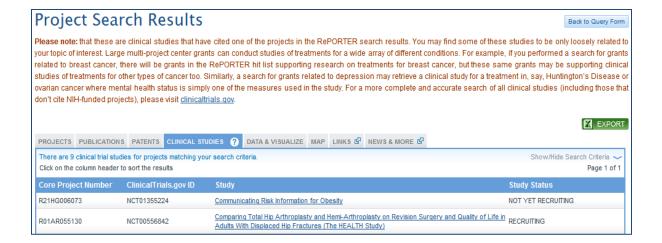


NOTE: FY Total Cost is displayed for Fiscal Year 2000 and later subprojects.

3.7.6 Clinical Studies Tab

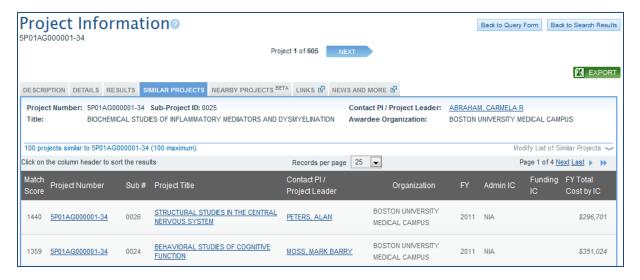
A **Clinical Studies** tab will only appear when there are records found in the clinicaltrials.gov database associated with the particular project. The title of the study links to a description of the trial on the clinicaltrials.gov site. Currently the ability to associate clinicaltrials.gov records with specific subprojects of multi-project grants does not exist. For these types of awards, a clinical trial is associated with the parent project and all its subprojects. As a result, for large multi-project grants that support research in a broad range of topics, this will lead to a hit list of clinical trials covering a diverse set of conditions or diseases that may be unrelated to the particular project being viewed.

Back to Top



3.7.6 Similar Projects Tab

The **Similar Projects** tab will provide a listing of up to 100 projects that are similar to the selected project in subject matter, descriptions, and terms. Users will be notified if more than 100 similar projects exist. The Match Score refers to the relative degree of similarity.



Project Information@ Back to Query Form Back to Search Results 5P01AG000001-34 Project 1 of 604 NEXT **EXPORT** DESCRIPTION DETAILS RESULTS SIMILAR PROJECTS NEARBY PROJECTS BETA LINKS & NEWS AND MORE & Project Number: 5P01AG000001-34 Sub-Project ID: 0025 Contact PI / Project Leader: ABRAHAM, CARMELA R BIOCHEMICAL STUDIES OF INFLAMMATORY MEDIIATORS AND Awardee Organization: BOSTON UNIVERSITY MEDICAL CAMPUS DYSMYELINATION 100 projects similar to 5P01AG000001-34 (100 maximum) Modify List of Similar Projects -Fiscal Year (FY): Active Projects Admin Agency/Institute/Center: SELECT SELECT Current FY is 2013 Similarity search available for FY 2007 and later Activity Code: NIH Spending Category : Exclude Subprojects:

| | | | | Click on the column header to sort the results Page 1 of 4 Next Last > >> Records per page 25 Contact PI / FY Total Organization Project Number Sub # Project Title Funding IC Project Leader Cost by IC BOSTON UNIVERSITY STRUCTURAL STUDIES IN THE 5P01AG000001-34 PETERS, ALAN \$296,701 CENTRAL NERVOUS SYSTEM MEDICAL CAMPUS BOSTON UNIVERSITY BEHAVIORAL STUDIES OF COGNITIVE

MOSS, MARK BARRY

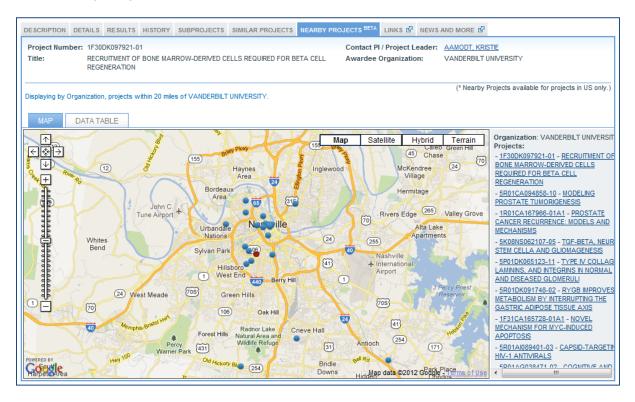
2011 NIA

MEDICAL CAMPUS

The search criteria can be modified quickly using the toggle arrow to access the input screen.

3.7.7 Nearby Projects Tab

1358 <u>5P01AG000001-34</u>



Back to Top

\$351,024

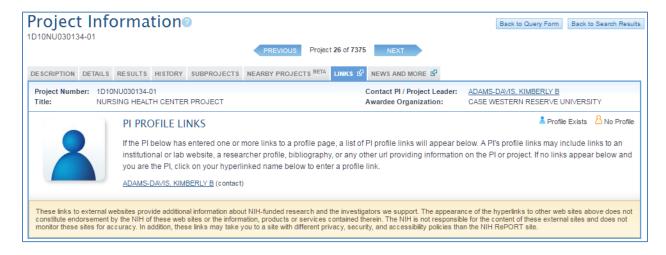
The selected project will be highlighted on the map in Red.

Other funded organizations will be shown in Blue and cover a 20-mile radius around the selected project's location.

Click the blue icons to view details and project links or select a project directly from menu.

NOTE: This feature is available for U.S. projects only.

3.7.8 Links Tab



Links to third-party websites with additional Information about NIH-funded research and supported investigators are displayed.

If the principal investigator of a selected project has entered one or more links to a profile page, a list of those links will appear in this section. A PI's profile links may include an institutional or lab website, a researcher profile, bibliography, or any other URL providing information on the PI or project.

3.7.9 News and More Tab



Back to Top

The **News and More Tab** can be associated with an individual project or the entire search results listing. The initial sort order for search is by Date and then Title.

There are 5 possible categories, click the + plus sign to view details and hyperlinks.

Press Releases



• Research Matters



• ARRA Investment Reports

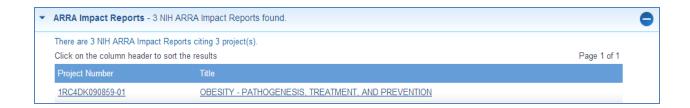


ARRA Stories



ARRA Impact Reports

Back to Top



3.7.10 How to Print Project Information



Produce a printer friendly version by clicking on **PRINT VERSION**. The information found on the Description, Details, History, and Subprojects tabs is reported. The Results, Clinical Studies and Links tabs must be printed separately.

3.7.11 How to Share Project Query Results



Copy Link will use your browser to provide instructions

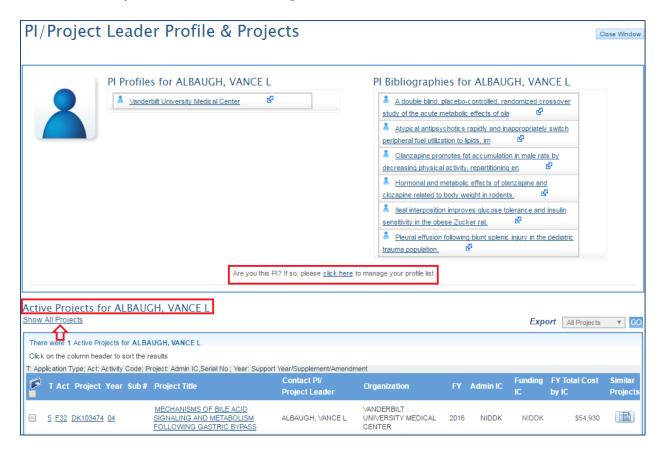


Email Link will pull up your service with the following information already input



Back to Top

3.8 The PI/Project Leader Profile Page



Principal Investigators whose RePORTER records contain an email address can add and manage hyperlinks. Click on your name wherever it appears in RePORTER. All existing profile information will display. A profile website might be an institutional or lab website, a researcher profile, bibliography, or any other URL providing pertinent information.

In addition to PI Profiles and PI Bibliographies the PI Active projects are displayed. Use the Show ALL Projects link to toggle between the Active/All project views. The export feature is provided and all links behave as on the Search Results page.



Use et.al to view all other associated Investigator's information and use the name link to view their profile. The default view is Active Projects, click ALL Projects if you do not see the expected projects.

Back to Top

3.8.0 How to View a PI/Project Leader Profile Link

The Projects Details page will display one of two icons next to the PI/Project Leader name.



Orange indicates there is no profile.

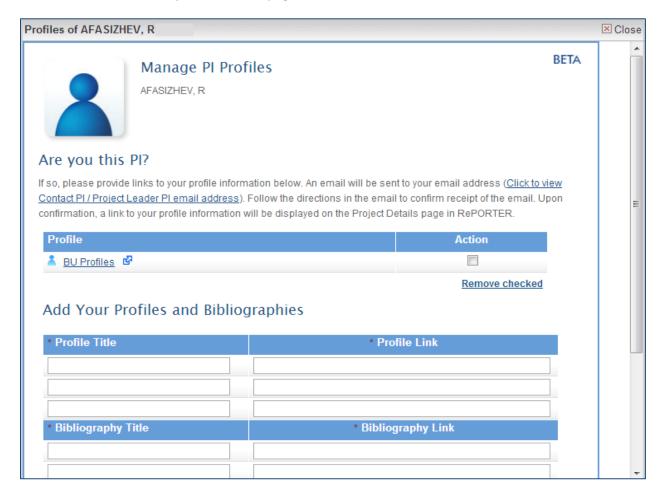


Blue indicates there are one or more profile links.

The PI/Project Leader name or Icon will display a list of existing profile links. Click the profile title to access the information.

3.8.1 How to Add a Profile List

To create your PI/Project Leader Profile List, click on your name wherever it appears in RePORTER. Click on the <u>click here</u> to open the details page:



In the Profile Title column, enter a title description of the profile link. In the Profile Link column enter the hyperlinks to the profiles. You may enter up to five profile links at a time. Check the **reCAPTCHA** box to indicate you are not a robot and click on SELECT.

Back to Top

The system will validate the URL entered and will not accepted an invalid entry. An email with be sent to the address shown on the Project Details page with instructions to confirm the profile link(s) before they are made available in RePORTER.



3.8.2 How to Remove a Profile Link

Click on your name wherever is appears in RePORTER. Then click here to open the details page:



To delete a profile, check the **Action** box and click **Remove checked**.

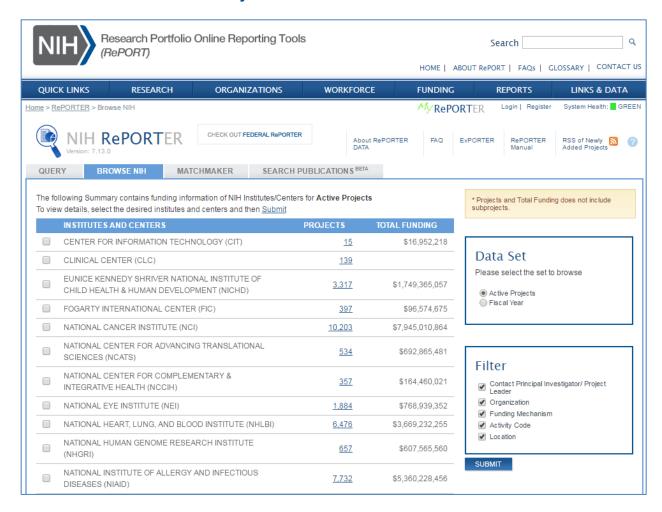
The submission of removal request sends an email to the PI/Project Leader requesting a confirmation of the action. The system records are updated once the PI confirms the actions described in the email are correct.



Back to Top

4.0 BROWSE NIH

4.1.0 The Institute/Centers Query Form



BROWSE NIH is an innovative query process rooted at the Institute/Center level.

Project detail lists are accessed by simply clicking on the link.

Select Active Projects or projects by Fiscal Year using the drop menus and click REFRESH SUMMARY.

The Results of this query will include all of the data categories listed in the Filter box unless a user toggles the selection off.

Back to Top

4.1.1 PRINCIPAL INVESTIGATOR Tab Results Screen



Data is organized around PI/Project Leaders.

View presents their funding, number of projects and a hyperlink to those projects.

4.1.2 ORGANIZATION Tab Results Screen



Data established around Funded Organizations.

View presents their funding, number of projects and a hyperlink to those projects.

- Show All is the default display with organizations in alphabetical order.
- "Group by System / Main Campus," which groups affiliated institutions such as health care systems, university systems, and multi-component research universities.
- These groups will sort as a unit by their funding, number of awards, and the parent organization's location.



Back to Top

4.1.3 FUNDING MECHANISM Tab Results Screen



Data organized around Funding Mechanisms.

View presents their funding, number of projects and a hyperlink to those projects.

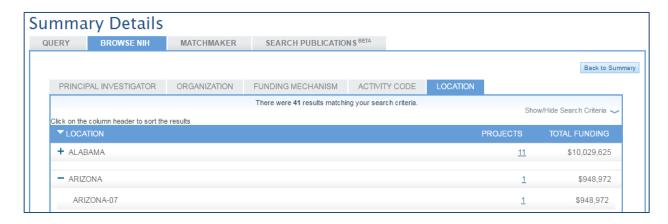
4.1.4 ACTIVITY CODE Tab Results Screen



Data is organized around Activity Codes.

View presents their funding, number of projects and a hyperlink to those projects.

4.1.5 LOCATION Tab Results Screen

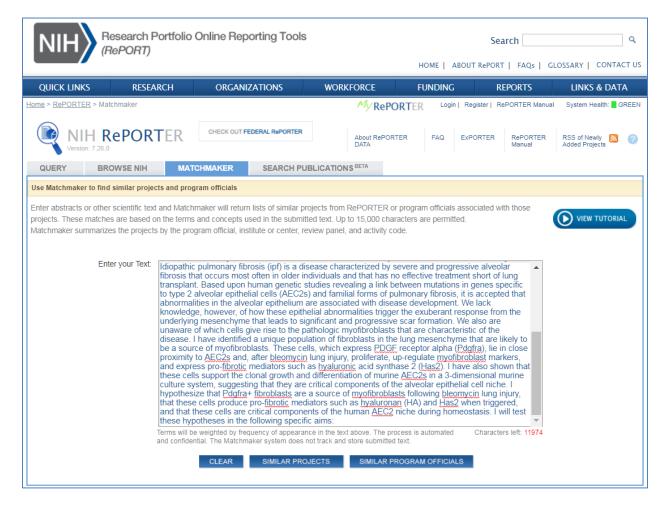


Data is organized around U.S. States and Foreign locations.

Back to Top

View presents their funding, number of projects and a hyperlink to those projects. Click plus-sign to display the Congressional District list for each State.

5.0 Matchmaker



NOTE: Matchmaker has a tutorial video from an earlier release; please click link provided.

Matchmaker is an approach to the project search process using text as the input. Up to 15,000 characters of scientific text can be used; the terms in your text will be evaluated and used to select the top 500 active projects or the program officials that are most similar.

In the example above the abstract is from a project of interest: Click either SIMILAR PROJECTS or PROGRAM OFFICIALS to begin, you can toggle back and forth from the Matchmaker Results screen.

Back to Top

Matchmaker PROJECT Results

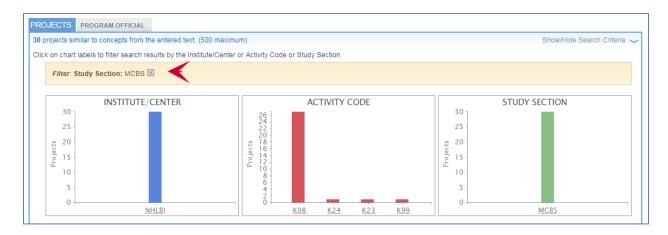


Three chart visualizations are provided that summarize the 500 matched projects by NIH Institute or Center, Activity Code and Study Section.

An enlarged display can be access by clicking the link to view detailed charts.

Click on any of the chart links for drill down details on a particular IC or Activity Code.

For example, Study Section MCBS. Click filter box to return to all results.



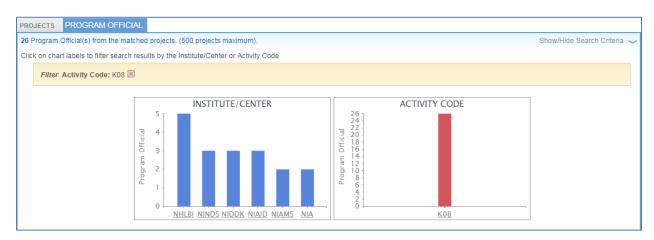
Back to Top

Matchmaker PROGRAM OFFICIAL Results

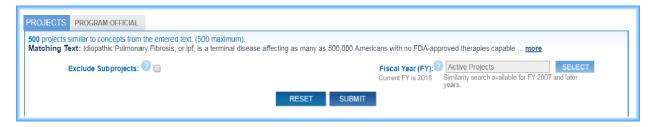


NOTE: Maximum of 500 projects are returned for all the program officials combined.

This tab displays the list of program officials associated with the identified active projects. There are two chart visualizations showing the program officials by NIH Institute or Center, and Activity Code. An enlarged display can be access by clicking the link to view detailed charts. Click on any of the chart links for drill down details on a particular IC or Activity Code. For example, Activity Code is K08. Click filter box to return to all results.



Modify Matchmaker Results Using a Mini Query



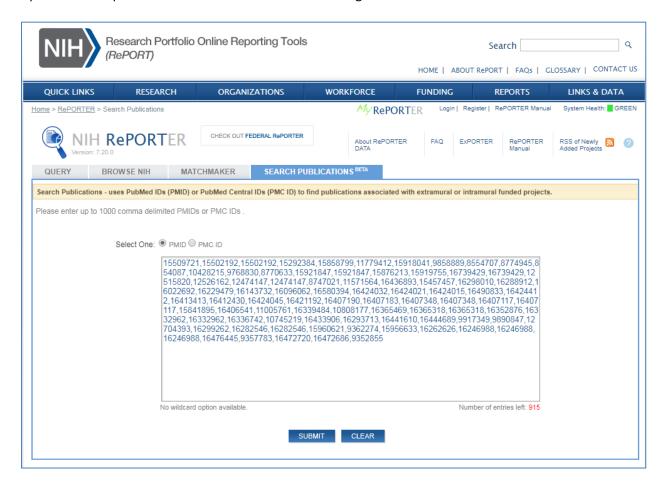
Currently there are two ways to modify your matchmaker search results, by Fiscal Year and by excluding subprojects. Initial results are for Active projects only, using the mini query others can be added. Fiscal Year options extend back to FY 2007. Initial results include active subprojects; check box and SUBMIT to remove

Use **SUBMIT** to modify the results, use **RESET** to return to the original results.

Back to Top

6.0 Search Publications

Search Publications provides the capability to search for publications associated with funded extramural or intramural projects by PubMed Identifiers (PMID) or PubMed Central Identifiers (PMC ID). Up to 1000 unique PMID or PMC IDs can be used in a single search.



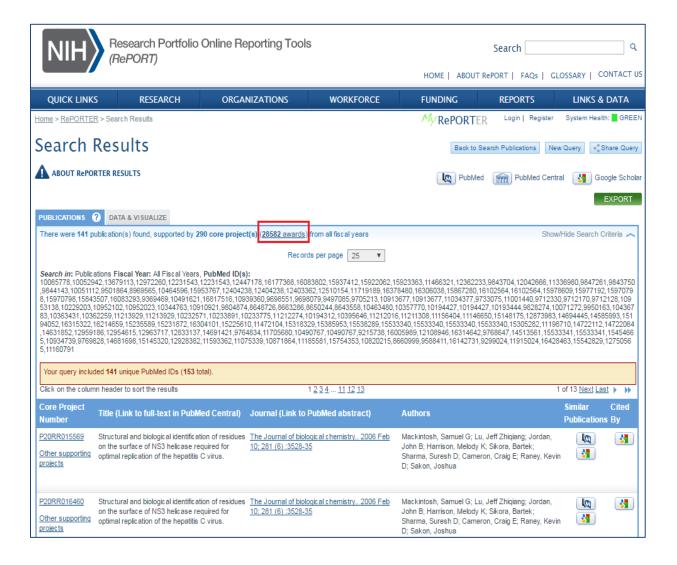
Enter data using a comma to separate each unique PubMed/PMC ID; duplications will be addressed only once.

6.1.0 PUBLICATIONS tab results screen

Search results show all publications based on unique PubMed/PMC IDs and their corresponding core project numbers. Along with publication results, the search results page also displays show/hide criteria (including unmatched Pub Med/PMC IDs) and export options.

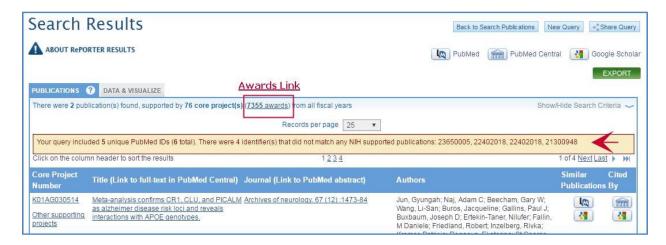
NOTE: Query results include the number of IDs matched and unmatched.





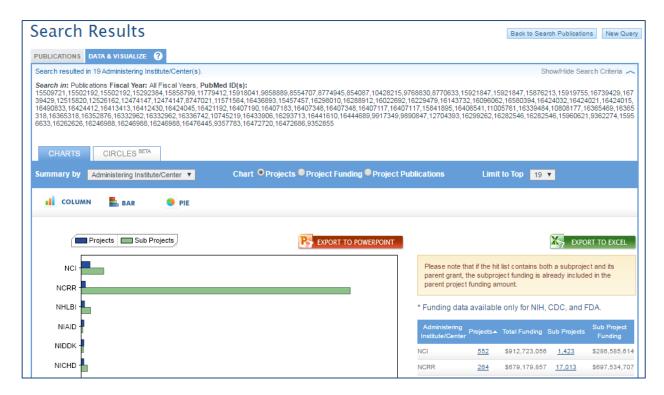
Back to Top

The project details for all of the associated publications can be obtained by clicking on the awards link; located directly under the page tabs Publications and Data & Visualization.



6.2.0 DATA & VISUALIZE tab results screen

Data & Visualization tab shows 'Charts' and 'Circles' categorizing data for Projects, Project Funding and Project Publications. Charts & Circles provides ability to visualize data in different charts like Column, Bar and Pie, with the ability to summarize results base on different data elements like principal investigators, Fiscal year, Country and many others. Total projects shown here equal the count for all the awarded projects and not just the core projects.



Back to Top

6.3.0 Search Publication - Export

This feature is exactly same as the existing Export feature and output. It provides ability to export the publications results in different format – csv, excel, or Medline.



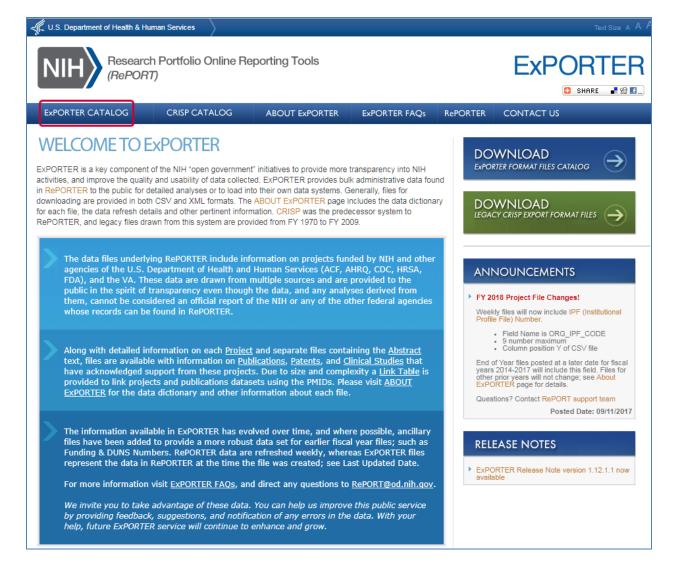
7.0. EXPORTER



ExpORTER provides bulk data for independent analysis of research projects found in RePORTER. It provides opportunity to conduct detailed analysis of the research projects or to consume this data as part of other 3rd party applications. These files are available in the spirit of transparency and are as current as of their **Last Updated Date**.

NOTE: RePORTER data is updated weekly and therefore the most current data available.

Back to Top



The **ExPORTER Data Catalog** provides RePORTER information for download in XML & CSV file formats. This data is updated on a weekly basis for the current fiscal year.

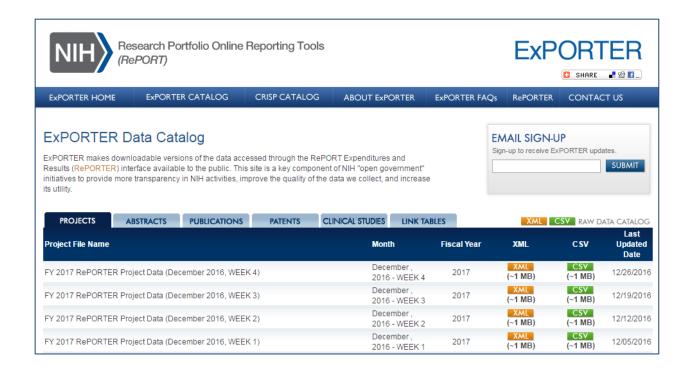
Each previous fiscal year project data files are also available back through 1985.

Also provided are bulk data files for **Abstracts**, **Patents**, **Clinical Studies**, **Publications and Link Tables** associating PubMed IDs with core project numbers.

Project information runs on the U.S. government fiscal year. Publications and their associated link files run on the calendar year.

CRISP LEGACY project and abstract information are the predecessor files to ExPORTER. This information is available from FY 1972 – FY 2002.

Back to Top



8.0 MyRePORTER



The MyRePORTER feature allows users to create an account where project information and query results of special value or interest can be saved.

Important queries can be executed without reentering the criteria every visit.

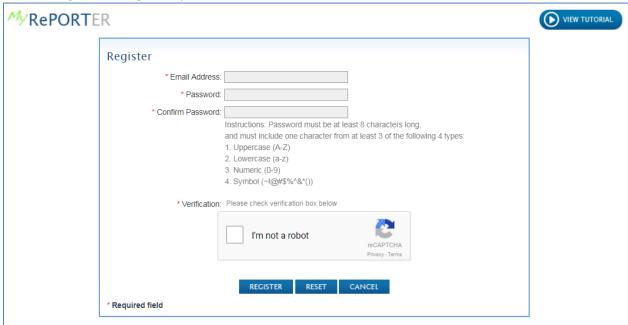
Large CSV formatted files of either project numbers or application id's can be uploaded directly to create a customized hit list.

Features include: Portfolios, Saved Queries, Custom Hit Lists, Project, Publications & News Alerts, along with Email and Share capabilities.

Back to Top

8.1 Register a New MyRePORTER Account

Click on **Register** to begin the process

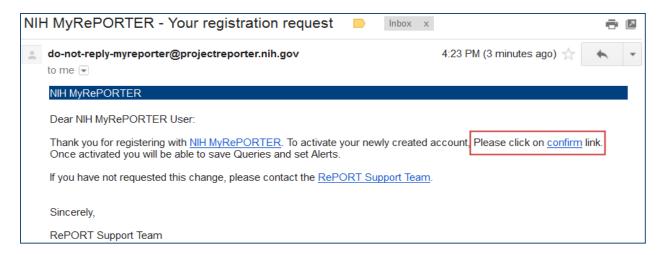


Enter your email address, password, confirm password and click **REGISTER**. A confirmation email will be sent to the email address.

You will need to access that email and click on the confirm link to complete the registration process.

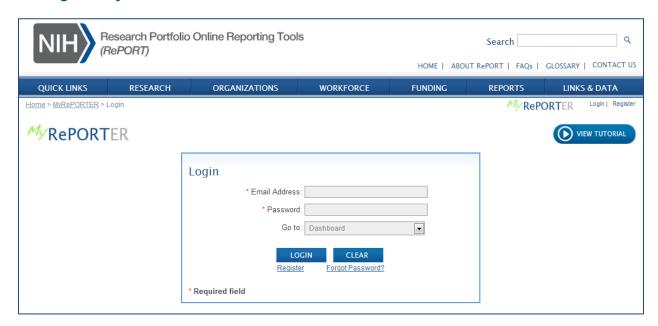
NOTE: Your email address is encrypted and cannot be read by anyone including the RePORTER system administrators. It is used as the unique identifier for a MyRePORTER account.

Back to Top



Once the confirmation is complete, you can login to MyRePORTER.

8.2 Login to MyRePORTER



Enter email address and password and click **LOGIN**. The MyRePORTER Dashboard is the default landing page, or proceed directly to the Query form page by selecting New Query.

8.3 Forgotten Your Password?

From the MyRePORTER Login screen click on <u>Forgot Password?</u> The process establishes a new password.

Enter the email address used originally to register. Enter the desired password, confirm it, enter the verification code, and then **SUBMIT.** A conformation email will be sent regarding the reset.

Back to Top

Forgot Password		
Please register again with a new password		
and a confirmation email will be sent to your email address.		
* Email Address:		
* New Password:		
* Confirm New Password:		
	Instructions: Password must be at least 8 characters long,	
	and must include one character from at least 3 of the	
	following 4 types:	
	1. Uppercase (A-Z)	
	2. Lowercase (a-z)	
	3. Numeric (0-9)	
	4. Symbol (~!@#\$%^&*())	
* Verification: Please check verification box below		
	I'm not a robot	
	Privacy - Terms	
	SUBMIT RESET CANCEL	
* Required field		

As a security measure, you will need to access that email and click on the confirmation link to complete this process. Upon confirmation, the new password may be used to login.



Back to Top

8.4 Account Administrative Processes



From the Dashboard or the Query Form pages:

- Change the email account
- Delete the MyRePORTER account
- Change the account password
- Logout of current session

8.5 Change Your Email Address

Click on the Change Email Address link



Enter the new email address in both the **New** and **Confirm** fields. An email will be sent to the new address confirming the change. As a security measure, you will need to access that email and click on the confirmation link to complete the process. Upon confirmation, the new address may be used to Login.

8.6 Delete Your MyRePORTER Account

Login to MyRePORTER and click on the Delete My Account link

Are you sure you want to delete your account?

Click **OK** to delete or **Cancel** to remain active.

Back to Top

8.7 Change Your Password

Click on the **Change Password** link

Change Password	
* Current Password:	
* New Password:	
* Confirm New Password:	
	Instructions: Password must be at least 8 characters long, and must include one character from at least 3 of the following 4 types: 1. Uppercase (A-Z) 2. Lowercase (a-z) 3. Numeric (0-9) 4. Symbol (~!@#\$%^&*())
SUBMIT	RESET CANCEL
* Required field	

Once the **SUBMIT** has been processed the Dashboard page will be displayed with the message that, "Your password has been changed successfully."

8.8 Logout

Click this link to end your current session.

8.9 MyRePORTER Features

MyRePORTER is a powerful assistive tool for RePORTER users:

- Research Portfolios
- ♣ Saved RePORTER query criteria
- Custom hit lists created by uploading a CVS formatted file containing either project numbers or application id's

8.9.0 Portfolios

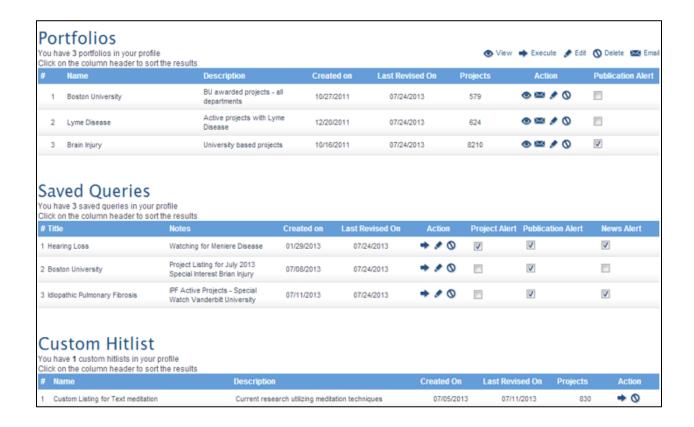
A Portfolio is a collection of projects that are stored together.

These projects do not need to come from the same Search Results listing.

You can build a portfolio by saving the results of a Query Search Results list in its entirety or just certain projects within it. Furthermore, you can select all or individual's projects from any other Query's Search Results.

Portfolios are files containing data of particular importance in a desired research interest. Once established you can use the portfolio data as a RePORTER Search Results list, taking advantage of the full range of RePORTER capabilities.

Share your Portfolios via email.



Back to Top

8.9.1 Create a Portfolio

- Click on **NEW QUERY** to bring up the RePORTER query form.
- Enter project selection criteria and click on **SUBMIT QUERY**.
- There are several options available to add projects into a Portfolio from the Search Results screen.
- The option to actually **create** a new portfolio will follow the project selection process.
- Click on the **Add** to Portfolio radio button.
- Determine the collection method from the drop menu: **ALL Projects, Current Page, and Selection.**

8.9.2 Create New Portfolio

Enter a name, description and **SUBMIT**

My RePORTER	New Query Dashboard
Add to Portfolio * Select Existing Portfolio: — Select * Required field	
OR	
Create New Portfolio *Portfolio Name: NEW PORTFOLIO NAME *Portfolio Description: A new portfolio containing research projects as selected through a New Query, Saved Query or Custom Hit List. *Required field	
SUBMIT CANCEL RESET	

Back to Top

All Projects in this case would result in 605 entries placed in a portfolio:



Current Page size can be 25, 50, 75, and 100.

Current Page in this case would result in 25 entries to be placed in a portfolio:



Selection takes individual projects chosen by clicking on the box in the first column.

Back to Top

Selection in this case would result in 1 entry to be placed in a portfolio:

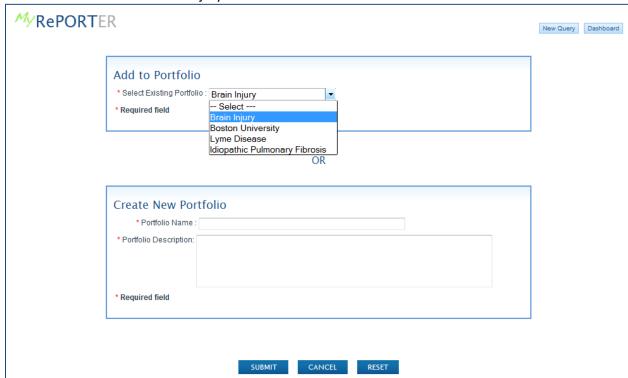


Click GO

8.9.3 Add To Portfolio

Select an existing Portfolio in which to place the data and **SUBMIT**.

Given the example above with Current page projects and selecting an existing Portfolio, 25 new projects would be added into the Brain Injury Portfolio.



Back to Top

8.10 Dashboard Portfolio Section

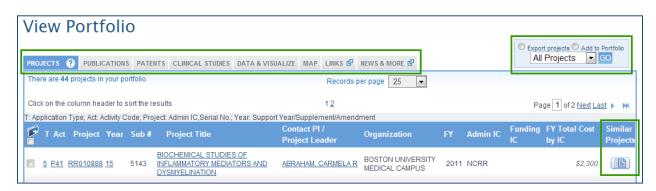


Portfolios may be Viewed, Emailed, Edited, and Deleted.





The portfolio's project contents are made available in the RePORTER functionality format:

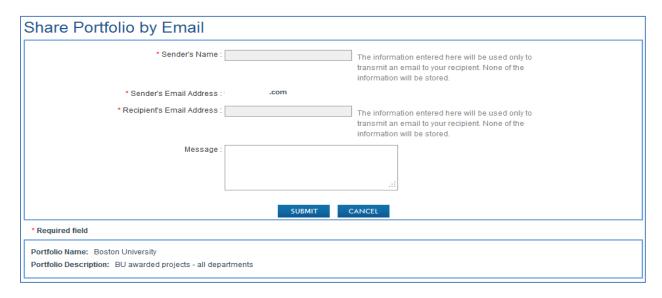






Back to Top

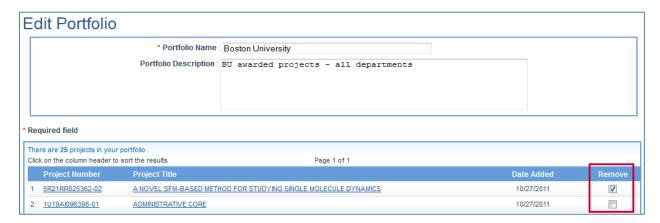
The portfolio contents can be sent to others:







The Portfolio Name and Description can be changed and individual projects removed:





Delete a Portfolio from the Dashboard page using the associated icon:

RePORTER User Manual Page 78

Back to Top



Upon Submit you will be asked to confirm the portfolio deletion.



Elect to receive an email alert when a new publication becomes available that contains the selection criteria of the portfolio projects.



8.11 Dashboard Saved Query Section



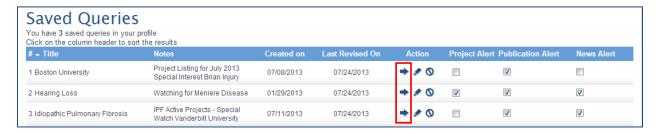
This section displays the name and description of your current saved queries. The date the file was created is listed along with the last time you made a change to the file.

Actions that can be taken with the file include:

- ♣ Title The unique name for this query
- Notes A description of the nature of this query; optional
- Created On Date you made the file
- Last Revised On Date you last changed the file contents
- Action
 - Execute Real time process of file query criteria in RePORTER; current data results
 - Edit Change parameters about the saved query
 - Delete Remove the guery
- Alerts Settings Receive weekly emails about Projects, Publications, and News alerts

Back to Top

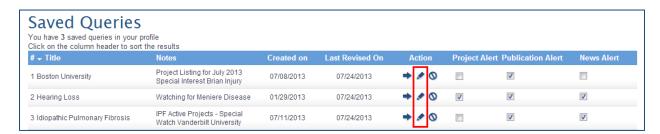
8.11.0 Execute a Saved Query



This action queries RePORTER in real time, with the selection criteria you saved and brings up the current Projects Search Results.



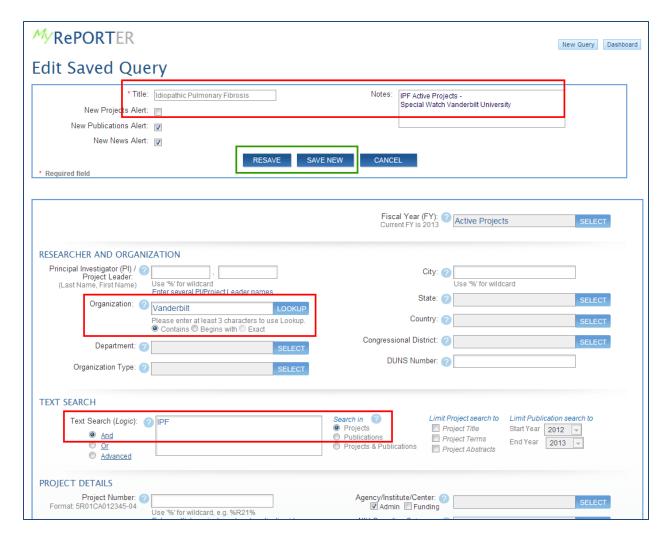
8.11.1 Edit a Saved Query



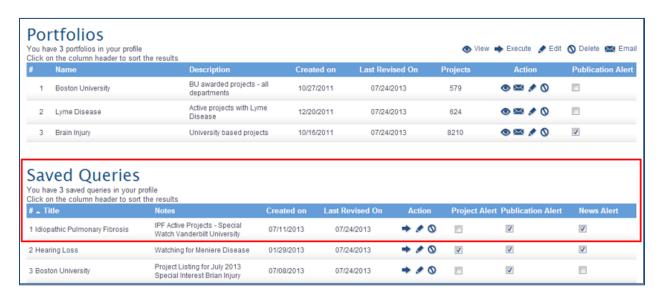
This action brings up the Query Name, Description and Alerts information along with the actual query form with the selections used to create this entry. Changes can be made to any elements of this query. For example, you could change the criteria for Active Projects to All projects.

Your changes can be saved into the exiting file using RESAVE or a new query using SAVE NEW.

Back to Top



Once the Save/Resave is complete your Dashboard screen will be displayed.



8.11.2 Delete a Saved Query



Delete a Saved Query from the Dashboard page using the associated icon. You will be asked if you are sure you want to remove the query. Click **OK** to delete, or **Cancel** to keep it.

8.11.3 Alerts for a Saved Query



Alerts are established immediately. Click on the box to select/deselect and a corresponding message will display.

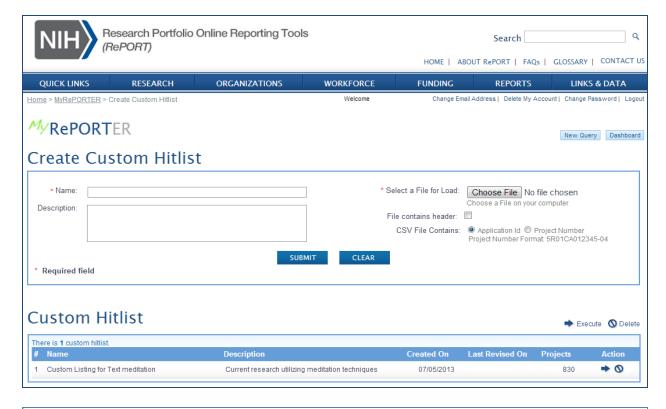
In this example, I have requested an email alert for new projects at Vanderbilt University with "IPF" present in the title, terms or abstract to be sent to me. I have removed my request for newly available publications with the text *Meniere*.

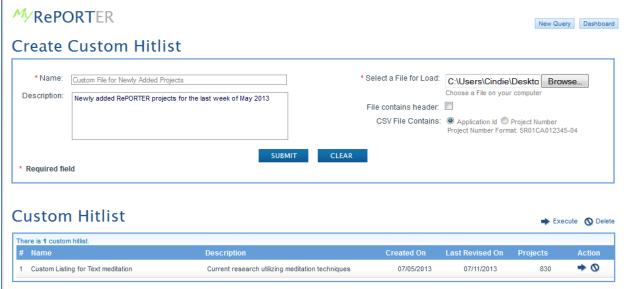
8.12 Create a Custom Hit List

From the Dashboard page click the Create Custom Hit list button:



Back to Top



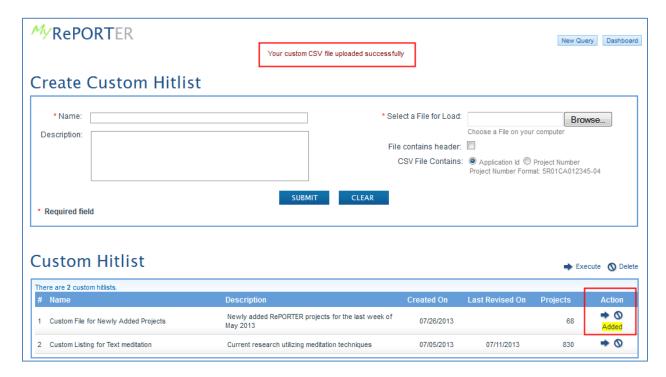


Custom Hit Lists are built using Comma Separated Value or CSV files.

These CSV files may contain up to 5,000 of either project numbers or application Id's.

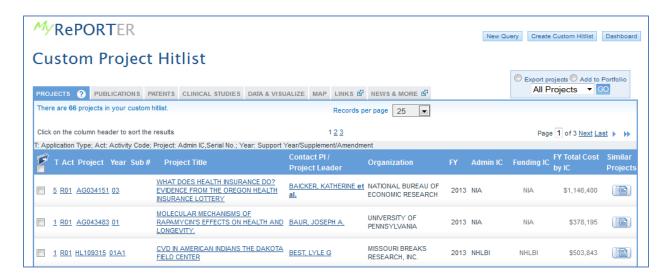
- Enter a Name for this custom Hit list and a description if that is helpful.
- Click on Choose File to select the CSV file you want to upload.
- If your file contains a Header, click the box indicator
- Select the button that identifies whether the file contains Application Ids OR Project Numbers.
- Click Submit for the file will be uploaded.

Your Dashboard screen will now display the custom file name, description and number of projects it contains under the Custom Hit List heading at the bottom of the screen.



You can now execute to view the Custom Hit list.

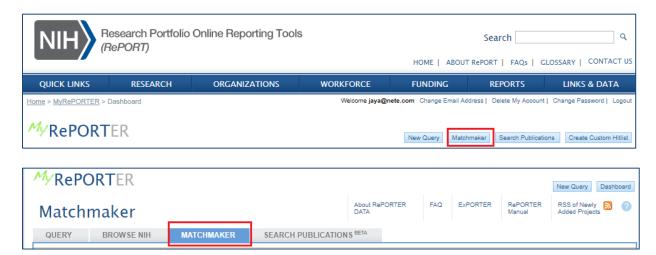
Once you have access to the custom list you can Export the data to Excel, Create OR add it to an existing Portfolio.



Click the Delete icon in the **Action** column to remove the associated custom hitlist.

Back to Top

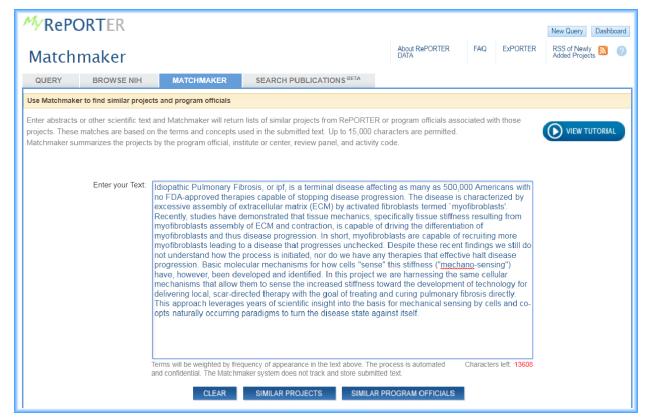
8.13 Matchmaker



Matchmaker is an approach to the project search process using text as the input.

Up to 15,000 characters of scientific text can be used; the terms in your text will be evaluated and used to select the top 500 active projects or the associated program officials that are most similar.

Matchmaker PROJECT Results



NOTE: Matchmaker has a tutorial video from an earlier release; please click link provided.

In the example above the abstract is from a project of interest:

Click either SIMILAR PROJECTS or SIMILAR PROGRAM OFFICIALS to begin, you can toggle back and forth from the Matchmaker Results screen.

The results can be exported or used to add/create a portfolio.

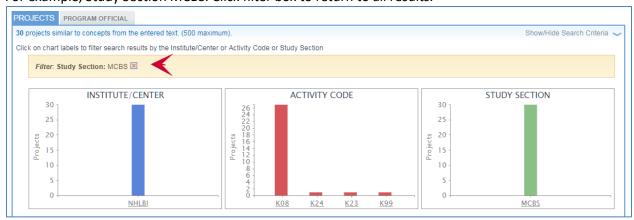


Three chart visualizations are provided that summarize the 500 matched projects by NIH Institute or Center, Activity Code and Study Section.

An enlarged display can be access by clicking the link to view detailed charts.

Click on any of the chart links for drill down details on a particular IC, Activity Code or Study Section.

For example, Study Section MCBS. Click filter box to return to all results.



Matchmaker PROGRAM OFFICIAL Results



NOTE: Maximum of 500 projects are returned for all the program officials combined.

This tab displays the list of program officials associated with the identified active projects. There are two chart visualizations showing the program officials by NIH Institute or Center, and Activity Code. An enlarged display can be access by clicking the link to view detailed charts. Click on any of the chart links for drill down details on a particular IC or Activity Code. For example, Activity Code is K08. Click filter box to return to all results.

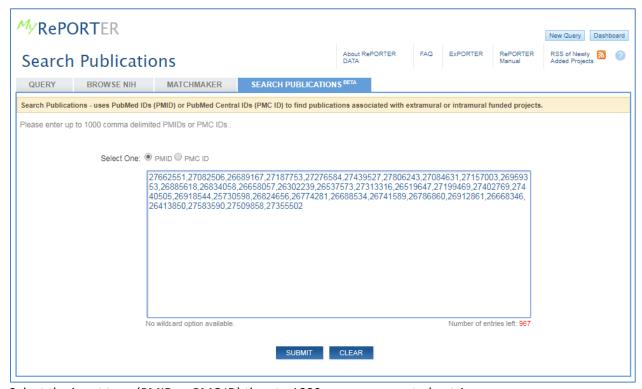


Back to Top

8.14 Search Publications

Search Publications is available from the Dashboard and the Query Form screens.

Up to 1000 PubMed IDs (PMID) or PubMed Central Identifiers (PMC ID) may be entered per query.



Select the input type (PMID or PMC ID) then to 1000 comma separated entries.

The PMID/PMC IDs in your search will be evaluated and used to find the publications associated with extramural or intramural funded projects.

The example abstracts result:

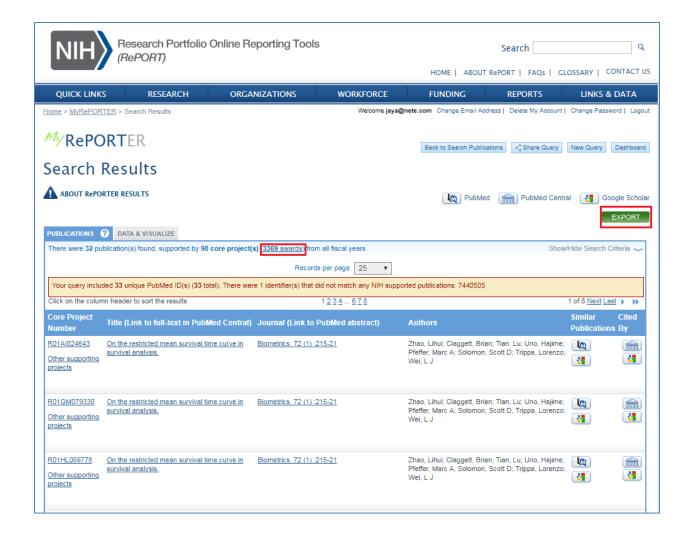
32 publications found by evaluating the PubMed IDs found in the text.

Result page indicates 3369 awards on top of search result with a link to lookup further.

Search Criteria for the publication results is displayed on the top before search listing; click Show/Hide.

The resulting publications will provide their supporting number of core projects and awards.

The results can be exported for customized use/analysis.

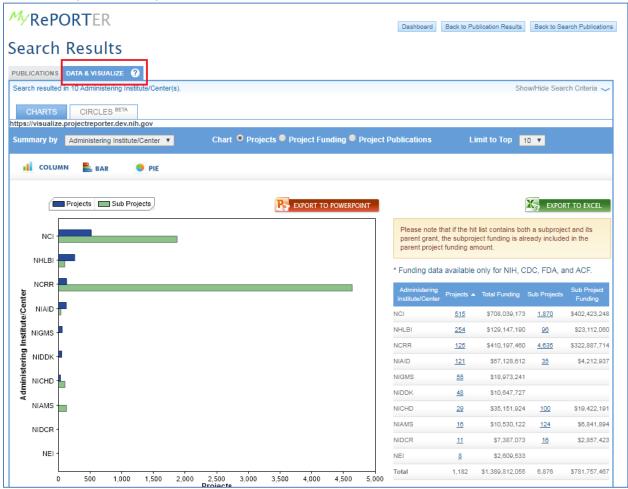


Search results also displays 'Data & Visualize' tab, which provide graphical charts to represent the projects that satisfy the selected search criteria.

Back to Top

A Summary Table of Funding Data support the results with information on the number of (parent) projects, subprojects and the funding associated with each.

Users can Export summary table data to an Excel or PowerPoint file.



Back to Top